

National Navigation Award Scheme

Minutes of 2025 AGM

17th November via Zoom

Current Trustees:

- Chair: Pete Hawkins
- Treasurer: John Kewley
- Mark Reid
- Lisa Atkinson
- James Woodhouse
- Tom Dyer
- Dan Store
- Derek Petrie
- Vicky McDowell

Welcome

The Chair opened the meeting, welcomed everyone and thanked them for attending.

Attendees (all via Zoom)

Pete Hawkins (Chair), John Kewley (Treasurer), Lisa Atkinson, James Woodhouse, Vicky McDowell, Dan Store, Derek Petrie, Mark Reid, Chris Prickett, Margaret Porter, Tom Dyer, John Rose, John Syme, Steve Collis, Jenifer Green, Clare Kelly, Kevin Found, Simon Pearce, David Webster, Nigel Parrish, Andrew Lukes, Emily Carr, Phil Bond, Wayne Naylor, Philip Wood, Angelina Messenger, Philippa Sanders, Alan Ward, Emma Holland, Rob Lloyd, Simon Chaplin, Ginette McGrory, Julian Money, Martin Wall, Nas Al Balushi, Chris Higgins, Owen Williams, Joel Wood, Jane Howie (admin)

Apologies

Stewart Ramsden, Andy Morgan, Andrew Foxon, Senneil Gomes, Chris Hodgson, Fabian Seymour

Approval of 2024 AGM minutes

Proposed by Kevin Found, seconded by Philippa Sanders.

Matters arising

Andrew Lukes asked for an update on efforts to increase participation among cadet forces, particularly the Air Cadets, as discussed in the previous AGM minutes. It was noted that no significant increase had been observed, and that related work now forms part of a wider participation and provider-engagement strategy, which was covered later in the meeting.

Chair's Report

The Chair reviewed the period May 2024 to April 2025, marking the organisation's first full year operating as a Scottish Charitable Incorporated Organisation (SCIO). Overall, the report described a year of consolidation, steady growth, and encouraging participation trends.

Membership and governance

Charity membership saw periodic increases during the year and has continued to grow since the reporting period.

Members were reminded that their role is to support the charity's aims and hold trustees to account, and that they are eligible to stand as trustees themselves. The Chair emphasised the importance of attracting new trustees and fresh perspectives.

Various Policies have been written and are available on the NNAS website. These can be used as a basis for Provider's own policies, if needed.

Providers

The total number of registered providers declined slightly compared with the previous year, but remains healthy overall.

Despite this small drop, the Chair emphasised that provider engagement and award delivery remain strong.

Award participation

Navigator Awards (Bronze, Silver, Gold): Participation has increased and is now at its highest level in several years, surpassing pre-pandemic levels. This growth was highlighted as particularly encouraging given the slight reduction in provider numbers.

Tutor Awards: Numbers have recovered well since the COVID period. Providers are encouraged to refresh their Tutor Award to maintain and improve course quality.

Outdoor Discovery Award (ODA): Uptake remains variable, reflecting the pressures on primary education, but overall numbers are stable and feeding through positively.

Night Owl Award: Introduced recently, it has seen strong early engagement and good interest from providers.

Quality assurance and external relationships

The Navigator Award remains accredited by the Scottish Qualifications Authority (SQA) following its annual external review, which the Chair described as a constructive and valuable process.

Relationships with Mountain Training and other sector bodies continue, even though uptake from some partner pathways has been limited so far.

Organisational development

The Chair highlighted the growing role of trustee sub-groups (training and development, finance and governance, marketing), noting that non-trustees can contribute to these groups.

Members were encouraged to get involved where they have relevant skills or experience.

Dementia research project

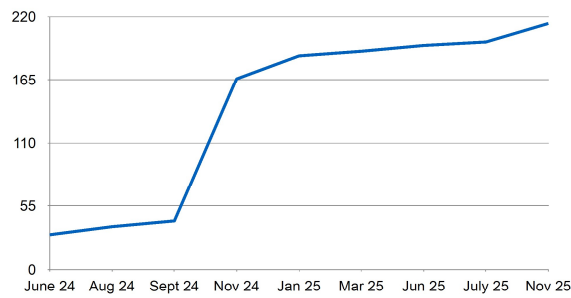
The NNAS has started a small pilot project with the North Yorkshire charity Dementia Forward to see whether learning simple navigation skills can help people with dementia stay active, feel more confident outdoors and potentially delay cognitive decline. The project aims to gather evidence to support the positive benefits that navigation and outdoor activity can offer.

Social media

Facebook, Instagram and LinkedIn are being used more to promote the charity and courses. Providers are reminded to tag @nationalnavigationawardscheme to ensure we see their posts and can share them.

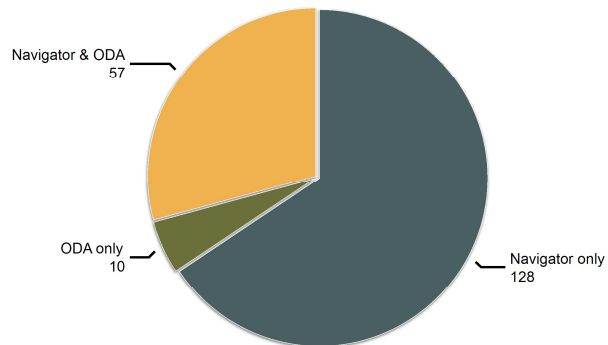
The following slides were shared with the meeting:

Charity Members

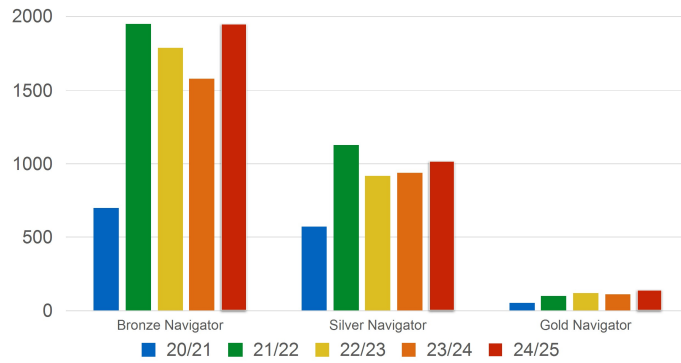


Provider Numbers

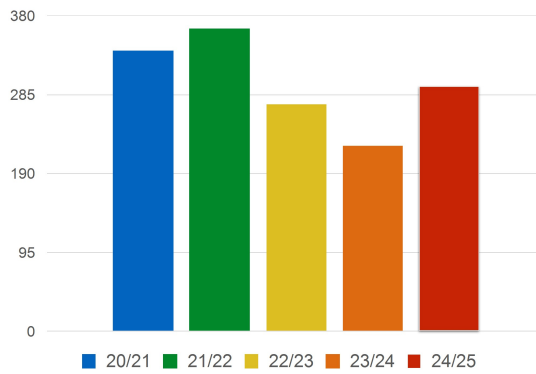
As of Nov 2025



Navigator Award

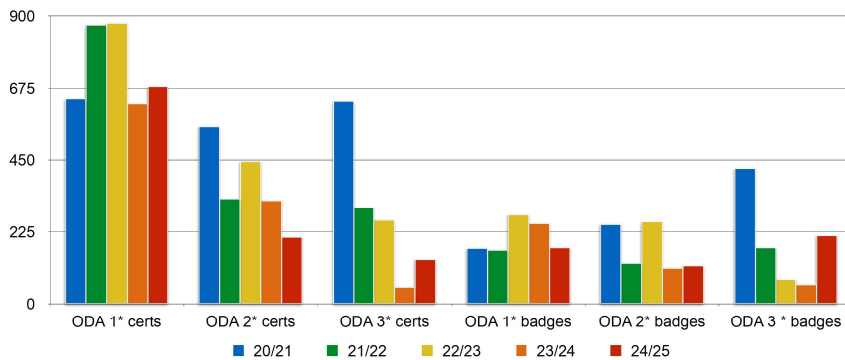


Tutor Award



Outdoor Discovery Award

ODA certificates & badges sold



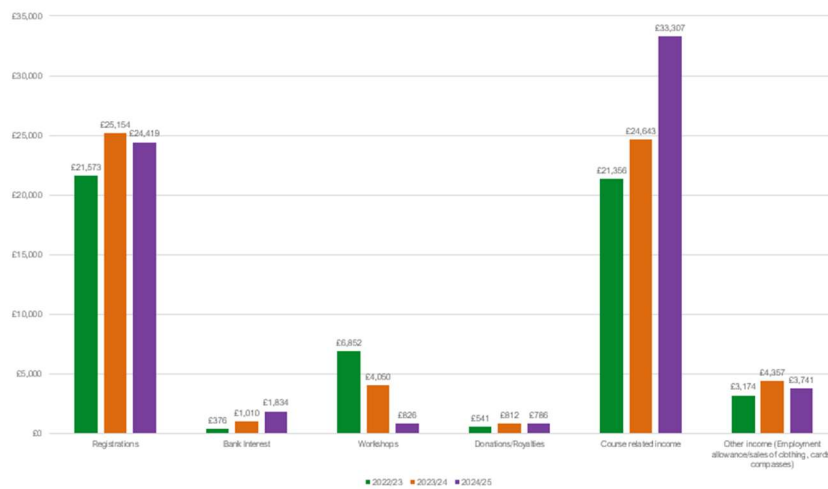
Treasurer's Report

The Treasurer presented a summary of the organisation's financial position.

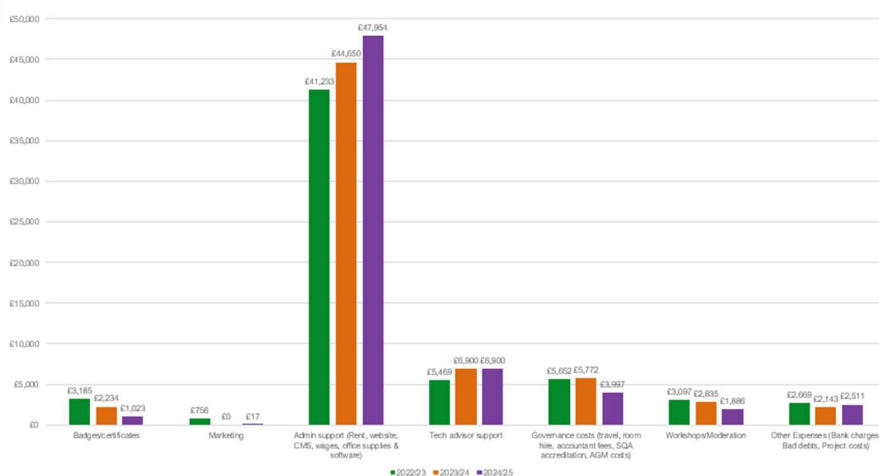
Since Covid, the NNAS had a number of loss-making years, though the most recent year shows a modest surplus. This was achieved through increased income, adjusted fees, and higher interest returns on reserves. Income streams (registrations, course income, workshops, interest) have risen overall. Expenditure has been broadly stabilised or reduced, aside from increased admin support costs. The organisation is now in a better position to support ongoing business planning.

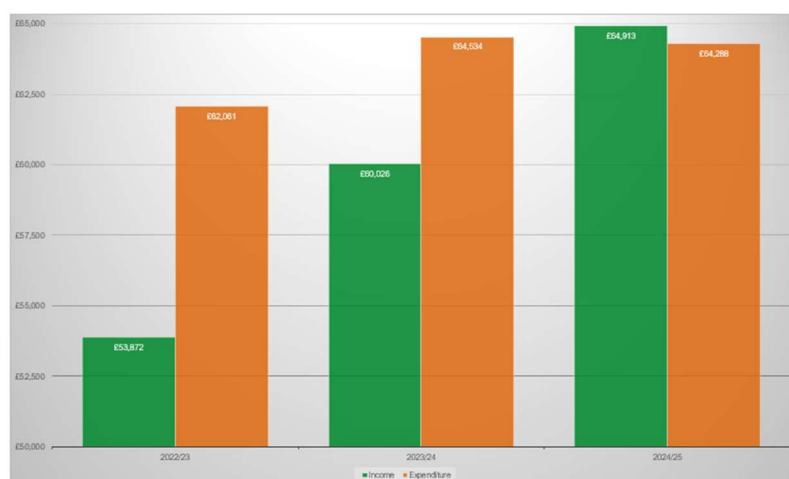
The financial year runs May–April. The following slides were shared with the meeting:

Income: by Financial Year



Expenditure by Financial Year





Technical Advisor / Development Officer's report

James Woodhouse reported that the past year has focused on stabilising the organisation following COVID, with improved financial control and continued support for providers delivering NNAS awards. As a result, the organisation is now in a more secure position and able to plan for future development.

Trustees have agreed a set of strategic priorities, including growth, marketing, partnerships, fundraising, accessibility, staffing, and operational planning. An operational plan has been drafted and is being reviewed by the Board, with the intention of beginning delivery in early spring once approved.

Future development will focus on increasing participation, primarily by strengthening partnerships with providers and introducing clearer financial and business development incentives, supported by targeted marketing activity.

The NNAS has appointed two brand ambassadors for the first time, who are completing Bronze, Silver and Gold awards with different providers and sharing their experiences through social media to raise awareness of NNAS.

Early work has also begun on digital development, including an e-learning project in partnership with British Orienteering, aimed at increasing reach and accessibility.

The report highlighted a shift from recovery to planned growth, while maintaining a strong focus on quality and provider support.

Approval of accounts for year ending April 30th, 2025

These were reviewed and approved. Proposed by Kevin Found, seconded by Steve Collis.

Election of Trustees

All trustees stood again and were re-elected.

Vicky McDowell, the most recent trustee to join the Board, encouraged members to consider becoming trustees. She noted that communication is well controlled, can be reviewed in members' own time, and that the role does not take over everyday life.

AOCB

John Rose asked whether a tiered cost structure for the Cadet Forces might be possible. James Woodhouse responded that there is an intention to allow different pricing levels linked to participant numbers, and that the Board is currently considering how best to implement this.

The Chair thanked everyone for attending and the meeting closed at 20:05.

DRAFT