

## ASE Annual General Meeting 2018

Minutes of the Annual General Meeting (AGM) of the Association for Science Education held on Saturday 6th January 2018 in Lecture Theatre C in the Central Teaching Hub at the University of Liverpool. The meeting commenced at 12.30 hours. 31 members were present and signed the register. In attendance were, Shaun Reason CEO, Stephen Fyles, Accountant and Suzanne Dickinson (Minute taker).

Linda Needham, the ASE Chair welcomed all those present.

1. **Apologies** were received from Alan Rhodes, Chris Colclough, Lynne Symonds, Alison Redmore, Geoff Auty and Stuart Naylor.

2. **Minutes of 2016 Annual General Meeting**

The Minutes of the 2017 Annual General Meeting held at the University of Reading on Saturday 7<sup>th</sup> January were accepted at the meeting of the Trustee Body following the AGM. There were no matters arising that were not covered elsewhere on the agenda. The Chair proposed that the Minutes be approved by the Meeting.

**Proposed: Linda Needham, Chair**

**Seconded: Mary Whitehouse**

Carried: *nem.con.*

3. **Presentation by the Chief Executive**

Shaun Reason, ASE Chief Executive, gave a presentation, the key themes being the Association's highlights of 2016/17 (i.e. 01 August 2016 to 31<sup>st</sup> July 2017) and plans for the future.

The Strategic Plan had been launched in August 2016 and trustees are receiving regular progress reports on this from the Chief Executive. Trustees have focused on six main duties in the key guidance for all charity trustees in England & Wales 'The Essential Trustee'. Members were informed that ASE had made a surplus for the third consecutive year and has strengthened its positive balance sheet.

The Chief Executive had prepared a letter that was presented to the ASE patron, Prince Philip by Stephen Fyles and Karen Shoebottom, who had both attended a Queen's Garden Party in May 2016. ASE wished their Patron well as he retires from public duties, although he still remains the ASE Patron.

Shaun thanked ASE officers who are often asked to present the Keynote speeches at various events, not least at the NSTA in America where he and the Chair of the Association 2016/17, Chris Colclough, attended their Annual Conference in the spring of 2017.

ASE initiatives are progressing well. ASE committees are functioning very well through face-to-face meetings and are producing many excellent resources for members. The Annual Report highlights the considerable number of committees and

specialist groups and it is also encouraging to see so many regional events and Teachmeets taking place throughout the year. Shaun thanked these volunteers and recognised their commitment and time given.

Having made a surplus for the third consecutive year, money is now being invested to further support members. Shaun confirmed that future plans included a new ASE website, which would be more user friendly for all electronic devices, a new accounting package for HQ and a new Customer Relationship Management (CRM) system to improve security and communication with members. The investment would save ASE money in the long term as annual IT costs will reduce. Trustees had approved this investment following a due diligence exercise. Trustees also, after much deliberation, had agreed to purchase Millgate House Education; this was already producing a profit.

#### 4. **Annual Report of the Trustee Body**

The Chair referred to the circulated Annual Report and commended it to the Meeting. It had been produced to compliment the ASE Strategic Plan and it clearly showed how ASE was moving forward.

**Proposed: Richard Needham**

**Seconded: Colin Yates**

Carried: *nem.con*

#### 5. **Annual Statement of Accounts 2016/2017**

The Honorary Treasurer, Roger McCune, presented the Annual Statement of Accounts and highlighted the following:

He drew attention to the close monitoring of the financial situation by the CEO and his excellent team, in particular Stephen Fyles, the ASE accountant. Trustees receive detailed and accurate updates on the finances of ASE and felt able to challenge all financial decisions until they had a clear understanding.

Reserves were still fairly good at £235,498 (as at 31<sup>st</sup> July 2017). Investment was being made this year and he emphasised that trustees cannot be complacent, particularly with respect to income. Membership is still a concern.

When opening the floor to questions, Roger assured members that Trustees had challenged the investment in the CRM-Website Project and also the acquisition of Millgate Education. It was confirmed that cost of keeping on one member of the Millgate staff was being financed by the Millgate profits.

It was asked why membership figures had not been published here. Members were told by the Chief Executive that, as of the end of December, membership was around 6,800 and that the figures are reported in the full Annual Report that is sent to the Charity Commission; they will be available on the ASE website. *To confirm, as at 31<sup>st</sup> July 2017, the membership was:*

- *UK Members others than those listed below = 3,091*
- *UK Technician Members = 848*
- *UK Primary Members = 1505*
- *Overseas Members = 390*
- *UK Trainee Teachers = 432*
- *UK 3year members = 261*
- ***Total Members = 6,527***

It was proposed that the Meeting approve the Annual Statement of Accounts 2016/2017.

**Proposed: Peter Borrows**  
**Seconded: John Lawrence**  
Carried: *nem.con.*

6. **To elect the Auditors**

The Auditors had provided costs for the next 3 years and the meeting was asked to approve their appointment. It was proposed, seconded and agreed that H.W. Fisher & Co. are appointed to be Auditors for next 3 years.

**Proposed: Richard Needham**  
**Seconded: Pete Robinson**  
Carried: *nem.con.*

7. **Report of the Quality and Audit (Q&A) Committee**

Dennis Sutton, newly appointed Chair of Q & A, thanked Graham Kingsley, previous Chair for his role on the Committee.

Dennis referred to his tabled Report and explained briefly that Q & A felt all decisions reached by the Trustees were carried out professionally and transparently. The Education Group was now performing well and Sue Flanagan from Q & A now attended the meetings. He confirmed that Q & A would monitor the implementation of the new HQ systems and Millgate House Education. The Meeting was asked to approve the Report.

**Proposed: Roger McCune**  
**Seconded: Phil Ramsden**  
Carried: *nem.con.*

8. **To vote on proposed changes to the Rules of the Association**  
**Terminology changes**

"Trustee Body" substituted for "Council"

"Education Group" substituted for "Assembly".

**Other substitutions and changes:**

- **Para 16.** Final paragraph " and a representative of the Quality and Audit Committee " has been added
- **Para 23b.** "Special Interest Group" has been inserted
- **Para 28d** Replaced "sent to" with "made available to".
- **Para 29.** The agenda has been updated to match current practice.
- **Para 23c** All committees, working groups and special interest groups shall keep within their terms of reference and shall not publish anything purporting to be Association policy without the prior approval of the Trustee Body. Added "or their approved representative".
- **Para 47d** Added "This register includes Registered Scientists, Chartered Science Teachers and Registered Science Technicians.
- **Para 47e.** Modified to "The Trustee Body shall agree and safeguard standards for admission to the Chartered Science Teacher, Registered Scientist and Registered Technician registers.

The Chair proposed that these changes be approved.

**Proposed: Richard Neeham**  
**Seconded: Mary Whitehouse**

Vote carried: *nem.con*.

9. **To confirm the election of the President for the ensuing year**  
Danielle George, ASE president was unable to attend the conference at the last minute and sent her apologies. This will be her 3<sup>rd</sup> year and 2018 is 'The Year of Engineering' - Danielle hopes to work with the ASE to promote this.
10. **To elect Honorary Members**  
There were no nominations this year.
11. **Votes of Thanks**  
The Honorary Secretary (Annual Conference) proposed a series of votes of thanks as follows:  
  
'On behalf of the Association, I would like to propose a vote of thanks to the Vice Chancellor of the University of Liverpool, Janet Beer, for inviting us back to the University, the University staff and the academic staff who have, as usual, produced an excellent series of Frontier Science lectures. I would also like to thank ASE staff and all the ASE volunteers, presenters, sponsors and exhibitors, for making Liverpool 2018 another very successful event. Finally, I would like to thank our delegates, without whom there would be no Conference! I look forward, as I'm sure you all do, to Birmingham 2019.
12. **Any other business**  
The Chair of the Association, Linda Needham thanked Shaun Reason and HQ staff for their support. She also thanked the Immediate-past Chair, Chris Colclough and the Chair Elect, Mary Whitehouse, who have and continue to give her invaluable encouragement and advice.  
  
Linda urged members present to encourage non-member colleagues to promote ASE Membership.

The Meeting closed at 13.34 hours.