**ASSOCIATION FOR SCIENCE EDUCATION**

**Quality and Audit Report to the Annual General Meeting, January 12th 2019**

**GOVERNANCE**

**Trustee Body meetings**

The Quality and Audit Committee has been represented at all four Trustee Body meetings. I am able to contribute fully to the discussion of any item enabling me to explore rationale for and potential implications of any proposed action. I report to the Trustee Body on discussions which have been held at Q & A meetings. Members of Q & A receive draft minutes of Trustee Body meetings.

I can report that the meetings are well managed. Papers are distributed in advance of the meeting, discussion is focussed, decisions are clear and the minutes are recorded containing action points which indicate the person(s) to follow up. Individual declarations of potential conflict of interest are called for, the finances of the Association are considered in detail and the membership figures are considered at every meeting.

I represented Q & A on the Remuneration Committee and, monitored the process of election of Chair of the Association.

**Discussions with CEO**

The CEO has joined us at each meeting of the Quality and Audit Committee and reported on business transacted since our previous meeting. Reports are very full and based on his report to the Trustee Body. Discussion is very open, particularly when considering matters of concern.Q & A members are able to explore the background to any issue and offer advice.

At the less formal level Shaun and Richard are very accessible if we need to talk between meetings

**Trustee Body Representative on the Quality and Audit Committee**

In spite of several attempts by the Trustee Body to identify an appointed Trustee to serve as their representative for the period 2018 - 2021 none had been identified by Trustee Body meeting 4.

The Trustee Body decided to ask the current representative Maggie Hannon, whose term as Trustee was ending, to continue as a temporary measure as their representative on Quality and Audit while a new representative was appointed. This decision was reported to Q & A members at its meeting on July 19th 2018. Although there were misgivings on the part of some members of Q & A because this contravened the rules it was accepted that this was a matter for decision by the Trustee Body. These misgivings were reported to the Trustee Body at its September meeting.

**Recruitment to Membership Committees**

The number of members standing for election to the Membership Committees has fallen below the positions to be filled in recent years. Increasingly committees have moved from election to selection of new members. This represents an inevitable shift from the original intention of a democratic involvement of members in the process of election of committee members to one of selection. The Quality and Audit Committee recognised this as a significant change and is planning to monitor the process in order to identify any impact on the committees. It is essential that the vacancies be advertised and promoted as widely as possible to generate as many candidates as possible; this aspect will also be part of our monitoring.

**Continued Monitoring of the Work of the Education Group**

Continuing our monitoring of the Education Group we considered the detailed report of the group to Trustee Body for 2017 – 2018. This report demonstrated that the Education Group and its related committees were carrying out their remits. They have produced 10 Best Practice Guidance Documents which are on the new website, helped with two Association responses to consultation exercises, conducted two surveys of members, and were trialling advice “Standards for Professional Development” for use at ASE events.

**OTHER ACTIVITY**

**Monitoring the implementation of the Strategic Plan**

During the current year we have adopted the practice of reviewing one of the four sections of the strategic plan at each meeting using the RAG document produced by the Chief Executive. This enables us to focus on successes and areas of concern identified by the Trustee Body. In relation to the membership section we have noted the work being done to the website, the journals, the on-line resources and to developing region activity.

**Updating the Operating Procedures**

Although, not strictly within our remit we have continued to work on the updating of the Operating Procedures. The process has shown that there have been so many changes in practice since they were first produced in 2012 that an update is necessary. We have now handed back the process to Headquarters to deal with sections which are beyond our specific knowledge.

**Revision of the Refund policy**

Q & A contributed to the revision of the Association refund policy which has now been approved by the Trustee Body.

**FUTURE WORK**

• to sign off the updated Operating Procedures during the coming year.

• to monitor the revisions to the recruitment to membership committees

• to produce a preliminary paper on ASE aims and benefits to members (a request from Chair of Trustee Body).

My thanks go to colleagues who have read various versions of the Operating Procedures and made useful suggestions for updating, and for their contributions to discussion in our meetings.

Finally, Q & A would like to pay tribute to the CEO and his relatively small staff for their dedication and efficiency in the work they do on behalf of the Association.

Dennis Sutton (Chair of Quality and Audit Committee) 15:11:2018

(Members: Sue Flanagan, Maggie Hannon, Graham Kingsley, Alan Rhodes, Dennis Sutton)