

Terms of Reference

ASE Policy Group

Purpose

The ASE Policy Group is a Special Interest Group of the Association for Science Education and is accountable to the Trustees of the ASE, via the Education Group, which is the main Executive Committee of the Association for Science Education (ASE). The main purpose of the Policy Group is to provide strategic guidance, oversight, and recommendations related to advocacy initiatives and policy matters within ASE, with a view to enhancing and improving the ASE's impact on relevant issues.

Composition of the Policy Group

The Group shall consist of no more than 12 members. Membership of the Group should reflect the diversity of membership e.g from primary, secondary, research, academia, state and independent, schools as well as representation from the ASE's international community and the devolved nations. Members should demonstrate an interest, experience of expertise in science education policy, curriculum and/or pedagogy.

The Group shall include representation from the devolved nations as well as the international community to ensure a UK wide and global perspective features in our thinking on best practice and policy formation.

The CEO will designate a member of staff to act as secretary to the Group. The Director of Advocacy, Policy and Curriculum Innovation will attend the group along with the Policy Advisor who will act as Secretary to the Group

The CEO and Chair may attend and participate in Group meetings with advance notice given to the Chair of the Group.

All Standard Clauses of Committees/Groups shall apply to the Group.

Responsibilities of the Group

The Policy Group shall be responsible for:

- Identifying and prioritising key issues and challenges that align with ASE's mission and objectives, including recommendations to Education Group and Trustee Board on outline goals, target audiences, messaging, tactics and timelines.
- Advise and make recommendations that support the development (by the ASE's Policy and Advocacy team) of a policy and advocacy strategy for ASE
- Ensure alignment between the ASE's advocacy and policy activities and the organisation's overall strategic plan.
- Monitor and share policy developments, legislative changes, and regulatory trends, gathered through individual networks that may impact the Association, our members and broader stakeholders in the science education space and on which ASE should have a position/consider an intervention.
- Research and propose policy recommendations that align with Association's mission and objectives.

- Identify and appoint individuals from within the group (and if appropriate beyond, such as topic experts) to lead and take responsibility for specific pieces of policy work and/or to attend meetings with policy makers and influencers as required on behalf of ASE.
- Organise events, workshops, and forums to foster dialogue and collaboration on policy issues.
- Regularly assess the progress and effectiveness of advocacy strategies and policy initiatives.
- Identifying and responding to business opportunities as they arise, seeking approval from the Education Group for any activity outside the agreed business plan or budget
- Identifying and recommending to the ASE Group suitable candidates for membership of the policy Group and managing the appointment process
- Ensuring all ASE influencing activities are conducted in line with agreed ASE strategic direction and policies/procedures.

All members of the Group are expected to abide by the ASE Code of Conduct and other policies including but not limited to the Equality Diversity and Inclusion Policy, Conflicts of Interest Policy.

Group Proceedings

There will be up to 6 online meetings of the Group per year. Whilst two meetings will have longer agenda and consider strategy and priorities in more depth, the majority of meetings will take place over a shorter period and will be designed to offer insights, advice and guidance on more immediate or reactive issues. There will not usually be a face to face meeting. However members of the Policy Group may choose to meet at Annual Conference.

A quorum of the Group shall be 50% of the total membership of the Group.

Decisions made by the Group shall be by simple majority verdict unless otherwise specified in these terms of reference. All Group Members (excluding coopted members) shall have equal voting rights. In the event of there being a tied vote, the Chair will have an additional casting vote.

All Group Meetings are to be minuted and actions agreed with named lead and date of delivery. Draft minutes should be approved by the Chair of the Group and the Director of Policy and then circulated to the whole Group. A copy of the minutes should be sent to ASE HQ for the records. Meeting minutes should be presented to the next Group meeting and ratified by the Group and then signed by the Chair.

The Terms of Reference shall be reviewed every two years and approved by the Education Group and the Board of Trustees.

[link to] standard clauses for Committee/SIG Terms of Reference

Last reviewed by Education Group: November 2023

Last Approved by Trustees September 2023

Next Review Date: September 2025