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**Report of the Quality and Audit Committee to the Annual General Meeting of the Association on Saturday, January 6th 2018.**

First of all I wish to thank Graham Kingsley for his chairmanship during the last two years. This has been a very busy two years during which we have reviewed the governance structure which was established in 2012. Fortunately, Graham has agreed to remain as a member of the committee.

The Quality and Audit committee has held three meetings at which we have received very full reports from Shaun Reason on Trustee Body business. Successes and concerns have been shared and discussed fully at these meetings.

**Governance.**

An observer from Q & A attends meetings of the Trustee Body. During the year these meetings have been managed effectively, from the preparation and prior distribution of papers to the management of the discussion and decision taking. The financial details presented to each meeting are detailed and transparent.

Following the review of governance carried out by Q & A the Education Group has focussed more closely on members’ needs and the implementation of the science curriculum. Q & A wish to congratulate the Education Group and related committees on the production of the Best Practice Guidance documents which will be very helpful to members.

One outstanding issue was Education Group’s communication with members. This has been addressed very recently and Q & A hope that members will benefit from the higher profile of the Education Group in EiS and on the website.

Also, current members are “adopting” regions adjacent to their own that are not represented on the Education Group to keep them informed of developments. Sue Flanagan now represents Q & A at meetings of the Education Group which facilitates our work on monitoring governance.

We have been involved in the simplifying of the risk register, working particularly with Stephen Fyles. Shaun uses this register as a framework for reporting progress on the implementation of the strategic plan. It will be reviewed in September 2018.

**Criteria for Honorary Membership of the Association.**

Trustee Body asked Q & A to scrutinise the criteria and recommend any changes thought to be necessary.

Q & A recommended no change in the criteria but asked Trustee Body to identify ways of making regions more aware of what the criteria are when calling for nominations.

**Succession Planning**

Q & A has raised questions about succession planning for staffing at HQ but are aware of the constraints imposed by the relatively small number of staff many of whom are part time.

**Voting at the AGM**

Q &A made a recommendation on voting at the AGM.

**New CRM-Web system**

Representing the Quality and Audit Committee I was involved in all the Trustee Body discussions leading to the decision to purchase a new system. I can report that the discussions were very detailed. Trustees explored thoroughly the potential benefits and the potential risks before making the decision to proceed.

**Millgate House Education**

Trustees were similarly diligent in their consideration of the potential opportunities and risks of this development.

**Updating the Rules of the Association**

Q & A worked with Richard Needham, Suzanne Dickinson and Shaun to update the Rules. Revised rules accompanied by explanatory notes have been on the website and form the substance of the next item on our agenda today.

**Remuneration Committee involvement**

Q & A has been represented at the two meetings of the Remuneration Committee.

**Ongoing work.**

**Updating the Operating Procedures.**

 Q & A will be working with Richard and Suzanne to update these in line with the governing documents and to accurately describe current practice. We hope to simplify them and reduce the number of pages from the current 91.

Q & A will also monitor the implementation of the CRM-web project and the contribution of Millgate House Education to our publication activity.

Dennis Sutton (Chair of Quality and Audit Committee) 02:01: 2018

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