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**ASE Annual General Meeting 2019**

Minutes of the Annual General Meeting (AGM) of the Association for Science Education held on Saturday 12th January 2019 in Arts Main Lecture Theatre at the University of Birmingham. The meeting commenced at 12.00 hours. 29 members were present and signed the register. In attendance were, Shaun Reason CEO, Stephen Fyles, Accountant and Suzanne Dickinson & Jane Hanrott (Minute takers).

Mary Whitehouse, the ASE Chair welcomed all those present.

1. **Apologies** were received from Helen Harden, Geoff Auty, Gill Parkin, Peter Humphries, Alan Rhodes, Phil Ramsden, Norma Broadbridge, Roger McCune and Des Dunne.

2. **Minutes of 2018 Annual General Meeting**

The Minutes of the 2018 Annual General Meeting held at the University of Liverpool on Saturday 6th 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:**  **John Lawrence**

**Seconded: Graham Kingsley**

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 2017/18 (i.e. 01 August 2017 to 31st July 2018) and plans for the future.

He thanked the outgoing President, Danielle George and welcomed Professor Sir John Holman to the role. ASE has been fortunate to have such good people as its Presidents over the years. He also drew attention to the fact that HRH The Duke of Edinburgh remains the Association Patron in spite of retiring from many of his patronages.

Once again the Association was in a good financial position with the current Trustee Body providing sound leadership and guidance. Using the RAG report system the Board have been able to closely monitor all areas of the Strategic Plan.

Declining membership numbers continue to be a concern; however, international membership is growing. This is an area that will be targeted along with the FE sector and retention of the 11-19 teacher members.

**Education Group**: - had produced “Best Practice” documents and Ofsted very supportive of these. Thanks were expressed to the Chair Trio for their support.

**11-19 Committee**: The document “SOS” produced by the 11-19 Committee had received high praise from the DfE and there were plans to have it more widely distributed.

**Primary Committee**: Funding is being sought to produce a primary version of SOS and subject leader guides

**ASE Futures**: There is greater coherence following amalgamation and the Group holds an annual two-day Summer Conference.

**International Group**: continue to produce the international Journal. The 2018 International Day attracted 289 visitors form 27 countries.

**Health & Safety Committee** : is still working closely with CLEAPSS and SSERC. The Topics in Safety revision is nearing completion and the revision of Safeguards in the School Laboratory is underway.

**Technicians Committee**: regularly contributes to *EIS* and runs surveys, has social media influence and runs an annual conference.

**Registration Board**: In May 2018, the Board had a successful Full Licence Review of all 3 licences for a further 5 years. Awardees have been steadily growing in number during the past year.

**Research Group**: Membership of this group has now grown to 11 and the updating of the new edition of the ASE Guide to Research is underway.

**Books**: Under the guidance of ASE Publications Group – sales have been steady. Millgate sales are doing well and all stock will be based at ASE HQ in Hatfield from this month onwards.

New publications from ASE and Millgate have helped boost book sales. There is also a good range of journals and the new size *SSR* has been launched.

**Projects** currently are:

* Good Practical Science project, - with funding of £47.5k from Gatsby.
* Key moments in history – a Fossil Hunter’s Story, with funding of £253.9k from Templeton World Charity Foundation.
* DfE Teaching and Leadership Innovation Fund Round 2 – with the Geographical Association
* Pre-inspection and teacher training support in Dubai.
* International Conference in Hong Kong – this went well.
* The ASE Green Tick Evaluation Scheme – continues to do well.

**Liverpool Conference**: well received, with delegate day numbers slightly up on Reading in 2017 but lower than those for Birmingham in 2016.

Other conferences held during the year had all been a success, along with “TeachMeets” and locally organised events in the Regions. ASE appreciates the support from its volunteers and Field Officers. In all, there were 78 events held and supported by 684 volunteers and brilliant Chairs, all working closely together.

**The future of ASE depends on:**

* Growing the membership
* Enhancing membership services through the new website
* Continuing the professional support for and, recognition of members and promoting the importance of science education
* Linking committee work to the ASE Strategic Plan
* Consulting with members including reviewing of all journals
* Using the organisational model “fit for purpose”: flexible, including use of volunteers, associations and consultants

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 complement the ASE Strategic Plan and it clearly showed how ASE was moving forward.

**Proposed: Colin Yates**

**Seconded: Peter Borrows**

Carried: *nem. con*

5. **Annual Statement of Accounts 2017/2018**

In the absence of The Honorary Treasurer, Roger McCune, Stephen Fyles the ASE Accountant presented the Annual Statement of Accounts and highlighted the following:

The results for the year ended 31st July 2018 as budgeted and actually achieved were presented showing a surplus of £41,170 and net assets of £276,668. The new website and IT systems which cost £120,000 will be being written off over the next 4-5 years.

The written report of the Hon Treasurer forms part of the Trustees Annual Report and at the meeting the attention of members was drawn to the achievement of the ASE over the last four years and in particular that ASE is in a growth phase after survival and consolidation periods.

The careful monitoring of the finances by the ASE Trustees, in accordance with Charity Commission requirements, was highlighted and the accounts were approved.

**Proposed: Richard Needham**

**Seconded: John Lawrence**

Carried: *nem. con.*

6. **To confirm the appointment of the Auditors**

As agreed at the last AGM, it is confirmed that HW Fisher & Company will be the Auditors until 2020.

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

Dennis Sutton, Chair of Q & A, referred to his tabled Report. The Q & A Committee has been represented at all four Trustee Body meetings and had been able to contribute fully to the discussion of any items and to report back.

DS had also monitored the Remuneration Committee and, the process of election of the Chair of the Association. The CEO also attended Q & A meetings.

The Trustee Body appointed Maggie Hannon, whose term as Trustee was ending, to continue on a temporary basis as its representative on Q& A Committee.

Continuing its monitoring of the Education Group Q&A considered the detailed report of the group to the Trustee Body for 2017/2018. This report demonstrated that the Education Group and its related committees were carrying out their remits. The Education Group has 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 “Standard for Professional Development” for use at ASE events.

During the current year Q&A has adopted the practice of reviewing one of the four sections of the strategic plan at each meeting using the RAG document produced by the CEO. In relation to the membership section, Q&A has noted the work being done to the website, the journals, the on-line resources and on developing region activity.

Although, not strictly within the Q&A remit the Committee has 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. This process has now been handed back to Headquarters to deal with sections beyond the specific knowledge of Q&A.

8. **Changes to the Rules of the Association**

There were no proposed changes to the Rules.

9. **To confirm the election of the President for the ensuing year**

It was confirmed that Professor Sir John Holman would be the President for the coming year.

10. **To elect Honorary Members**

It was confirmed that Geoff Auty, Gordon Doig and Christine Harrison had been awarded Honorary Membership.

11. **Votes of Thanks**

On behalf of the Association The Honorary Secretary (Annual Conference ) proposed a vote of thanks to:

Professor Sir David Eastwood the vice chancellor and principal for inviting us to the University of Birmingham; the university staff particularly the conference and facilities staff; and the academic staff who have produced an excellent series of frontier science lectures. I would also like to thank Nicola Hern, the ASE staff especially Ray Hancock, the ASE volunteers, committee members, our presenters, sponsors and exhibitors; and finally our delegates.

All these people have contributed to another very successful conference

12. **Any other business**

The Chair of the Association, Mary Whitehouse thanked Shaun Reason and HQ staff for their support. She also thanked the Immediate Past Chair, Linda Needham and the Chair Elect, Janice Griffiths, who continue to give her invaluable encouragement and advice.

Mary urged members present to encourage non-member colleagues to promote ASE membership and to think about the various vacancies on committees/groups and for the role of Chair. All nomination forms are available on the ASE website.

The Meeting closed at 13.10 hours.