**THE ASSOCIATION FOR SCIENCE EDUCATION**

 **Quality and Audit Committee Report**

**Annual General Meeting 7 January 2023**

**Item 7**

To start this Annual Report, it would be a good idea to indicate briefly what the Q & A Committee is and does. The Committee consists of a maximum of five members plus it can co-opt up to two members where particular expertise is required. Four are appointed by the members of ASE, and one is a representative of Council (which is to say, the Trustee Body of the Association). Its role, according to the Bylaws of the ASE, is “*to Monitor the Council’s management of the Association’s resources and to report accordingly to the members in a General Meeting*.” It has the power to “*Require the production of such information, by the Council, its Officers and the employees, as the Committee shall consider necessary*”.

You will see that this is an important remit, and the Committee – which in practice consists of experienced and long-serving members of ASE – considers a range of matters on which an opinion is required, either by its own choice or on request by the Chief Executive or Council. The Committee has no executive powers; its role is advisory.

The Quality and Audit Committee met remotely on two occasions, in July 2022 and December 2022. Between meetings business has been transacted by email. A report on its activities was presented to each of the four Trustee Body meetings. Q & A Committee sent an observer to three out of four of the Trustee Body meetings who participated in discussion and asked questions. Members of Q & A received copies of the agendas, CEO Reports and draft minutes of Trustee Body meetings which assisted them in their monitoring role.

**Our work in 2022**

The Operating Procedures were finalised and published in March 2022. We made the recommendation that all Committee Chairs receive a relevant digest in September each year.

We worked with the Chair of Trustees and the Chief Executive on the Chair-elect nominations. This was the first year we had a joint nomination.

We oversaw the revision of the Code of Professional Conduct.

ASE Archives – response to a question by Peter Borrows at the 2022 AGM. ASE has two archives, one within ASE Headquarters and another at Leeds University in the Special Collections Section, ASE Archive, Brotherton Library, which was established by David Layton. We have recommended to the Trustee Body that an archive policy is formulated and they establish an archiving committee to review the contents of these archives. This they have accepted.

We reviewed the Nomination Process for ASE Elections 2022 where there was a major lack of nominations. Of the 15 vacancies advertised only four received nominations. This has been added to the work with the Education Group in their review of the committee structure and the remits of those committees. The review of the relationship between the Trustee Body and Education Group also forms part of this work.

The advertisement for Q&A members in February 2022 EiS also did not produce any nominations. Alan Rhodes after serving six years did not stand for re-election. This left the committee without a Chair and two vacancies. An email was sent to Honorary members and an advertisement was placed in September 2022 EiS, producing three nominations. The candidates agreed that one of them would be co-opted. The current Q & A Committee is Maggie Hannon (Trustee Representative), Martin Hollins (2020-2023), Jonathan Ling (2020-2023), Stuart Naylor (2022-2025), Nicky Souter (2022-2025), John Lawrence (Co-opted 2022-2023) and Alan Rhodes (Co-opted 2022-2023). We ask you to confirm the appointments of Stuart Naylor and Nicky Souter. There will be two vacancies to be filled from 1 August 2023; the details will appear in February 2023 Education in Science.

We reviewed the Trustee Body’s proposed changes to the Rules. These are being presented to this 2023 AGM. We recommend their acceptance today.

Honorary Membership nominations were scrutinised. The candidates must meet criteria in two out of three areas for substantial service to the Association. The form has only one nominator which would be strengthened if each area had a separate nominator. We have asked the Trustee Body to review this aspect of the form for future years. Q & A was represented at meetings of the Remuneration Committee. The Chief Executive Officer, Hannah Russell attended our July 2022 meeting. Alan Rhodes had a discussion with the new CEO, Lynn Ladbrook, in November 2022 and due to the short time she had been in post it was agreed to invite her to our February 2023 meeting.

The committee wishes to place on record its grateful thanks to all the headquarters staff for the way they have continued to offer a relevant and valuable service to members (and many non-members) over the past year. They deserve our congratulations for their awareness of member needs, their imagination and hard work.

Alan Rhodes (Chair of Quality and Audit Committee from 1 August 2021-31 July 2022, Co-opted Acting Chair from 1 August 2022-31 July 2023)

19/12/22