**Terms of Reference**

**ASE 11-19 Committee**

**Purpose**

The ASE 11-19 is a committee 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 11-19 committee is to promote best practice, policy and procedure in science education at the secondary and post 16 education level, through the identification and, in conjunction with the staff team, development of ideas, activities and resources for teachers, lecturers, school leaders and educators that support excellence in science education and learning.

**Composition of the 11-19 Committee**

The Committee shall consist of no more than 12 members, and shall include representation from a broad range of backgrounds, including in secondary and post 16 education, initial teacher education, academia, leadership roles and special educational needs. Different sectors and types of educational institutions shall also be represented (including state and independent schools, multi academy trusts, sixth form colleges, 11-16 and 11-18 schools) and from across the regions and nations of the United Kingdom. The composition of the committee should reflect the competence, knowledge, skills, experience and diversity of the community that the 11-19 Committee represents.

The committee shall include at least 1 representative from the Technician community and one representative from the Post 16 education community. The Committee must include representation from the Regions and devolved nations.

The Committee shall include the editor (or a designated member of the editorial board) of the School Science Review in Depth and SSR in Practice (SSR)

The Committee may invite a member from the Registration board to attend the meeting.

One member from the Regional Field Officer Team shall also attend.

The CEO will designate a member of staff to act as secretary to the Committee. The role of Secretariat is outlined in a separate document [here](https://assocsciedu-my.sharepoint.com/%3Ab%3A/g/personal/lynnladbrook_ase_org_uk/EXuUA1FV23FBmDTDLsMrWZgBLzcZ6M8TyhGt_9szVPm2UA?e=El9B0Z).

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

All Standard Clauses of Committees shall apply to the Committee.

**Responsibilities of the committee**

The 11-19 Committee shall be responsible for:

* Formulating recommendations that help shape the short, medium- and long-term activity of the Association as it affects the 11-19 teaching community including the Strategic plan and annual operating plan
	+ Advising on professional development resources and/or events for the secondary and post 16 education teaching community
	+ Developing and keeping under review the ASE ‘best practice’ guidance and resources for teachers of secondary and post 16 education
	+ Working with the Chair Trio and CEO develop ideas, projects and/or campaigns that support the 11-19 science community in their professional role.
	+ Supporting CSciTeach applications and process and promoting CSciTeach amongst their professional community.
	+ Working with the Conference Secretary, Events team and Regional Officers to provide educational input into sessions and activities at ASE Conferences – including the secondary and post 16 educational science elements of the ASE Annual Conference and input where requested at regional conferences.
	+ Supporting the Association and CEO to promote membership of ASE amongst the 11-19 Science teaching Community.
	+ Working with the editors (in particular of SSR and EIS) to input ideas for the development of Journal articles across the ASE journals.
	+ Working with the CEO and Operations team, support the implementation of the approved Strategic Plan, reporting progress where activities are being led or contributed to by the 11-19 committee, and flagging any deviations to the CEO and Education Group.
	+ Identifying and responding to business opportunities as they arise, seeking approval from the CEO for any activity outside the agreed strategic plan.
	+ Responding to and acting upon tasks allocated to them by the Education Group and/or Chair Trio.
	+ Identifying and recommending to the Trustees suitable candidates for membership of the Committee and managing the appointment process.
	+ Allocating responsibilities within the Committee for agreed projects – and supporting the operations team (HQ) in identifying sources outside the committee for activities.
	+ Establishing working groups as required to develop and conduct the activities of the Association ensuring terms of reference are in place and approved by the Trustees.
	+ Ensuring all 11-19 Committee activities are conducted in line with agreed ASE strategic direction and policies/procedures.

All members of the Committee 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. These shall be circulated to new members on induction to the committee.

**Committee Proceedings**

The Committee shall usually meet four times per year – three meetings shall take place by zoom/teams and one meeting shall take place face to face. Virtual meetings shall usually take place in the later afternoon/evening during the week.

A quorum of the Committee shall be four.

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

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

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

[Standard Clauses for Committee/SIG Terms of Reference](https://www.ase.org.uk/sites/default/files/Standard%20clauses%20_All%20Committee_Group%20ToR%20-%20Mar%2023.docx)

**Last reviewed by ASE 11-19 Committee:** March 2023

**Last Approved by Trustees** March 2023

**Last Approved by Education Group** June 2023

**Next Review Date:** March 2025