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Description automatically generated**Terms of Reference**

**ASE Research Group**

**Purpose**

The ASE Research 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 Research Group is to provide science education research expertise and insights that support and inform ASE policy and activities, particularly in encouraging a research based/evidence informed approach to teaching.

**Composition of the Policy Group**

The Group shall consist of no more than 12 members. Membership of the Group should reflect the diversity of ASE’s membership e.g from primary, secondary, research, academia, state and independent schools and institutions 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 research and/or pedagogy.

The Group shall include representation from the devolved nations as well as the international community to ensure we are drawing on a broad understanding and experience of science education research.

The CEO will designate a member of staff to 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 Research Group shall have the following responsibilities.**

**Support members**: To represent the interests of ASE members with an interest in research, for example, promoting the importance of research in ASE’s committees and activities.

**Support members/sector**: To support and promote the sharing of high quality, relevant research, for example, raising the profile of research via ASE events, articles in ASE journals and other outputs.

**Support ASE structures**: To advise the operational team and Education Group on developments in science education research in order to inform policies/outputs and activities, for example ensuring CPD for membership is research informed.

**Support ASE strategy**: Where appropriate/requested to review ASE activities, outputs and policy positions in relation to science education research and make recommendations for changes to ensure ASE’s positions are robust and evidence informed.

**Group management:** To identify and recommend to the ASE Education Group suitable candidates for membership of the Research Group and manage the appointment process, ensuring a variety of perspectives are represented.

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 4 online meetings of the Group per year. These will take place on line. However, one meeting of the Research Group may take place in person.

A quorum of the Group shall be four.

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.

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

**Last reviewed by Education Group: November** 2023

**Last Approved by Trustees** November 2023

**Next Review Date:** September 2025