



Memorandum of Understanding between the SCORE member organisations

The Association for Science Education, the Institute of Physics, the Royal Society, the Royal Society of Chemistry and the Society of Biology (hereafter referred to as 'the organisations') recognise the value of speaking with a clear authoritative voice on education in science subjects.

These organisations will form the collaboration called SCORE.

Representatives of the organisations will work together to develop policy on science education and seek to use their evidence and expertise to influence government and leading decision makers.

The organisations look forward to working together to improve science education in UK schools and colleges by supporting the development and implementation of effective education policy.

This Memorandum will come in to effect on the 1 September 2011. The agreement will be reviewed annually. If for any reason any party (the Association for Science Education, the Institute of Physics, the Royal Society, the Royal Society of Chemistry and the Society of Biology) wishes to terminate this agreement, it may do so by giving the other parties not less than three month's written notice.

Agreed on 13 July 2011

These annexes constitute an agreement between the Association for Science Education, the Institute of Physics, the Royal Society, the Royal Society of Chemistry and the Society of Biology on collaborative education policy activities undertaken through SCORE.

They follow in the spirit of the Memorandum of Understanding between SCORE member organisations and are annexes to that Memorandum.

These Annexes will be reviewed by all parties annually.

Any change to these agreements does not affect the overall Memorandum or any other agreements signed between these organisations.

Annex 1: remit of SCORE

1.1 *Education remit*

Working together, the organisations will address science education in the UK for the 5-19 age groups in two distinct cohorts. For the 14-19 age group, SCORE will focus primarily on the science in the National Curriculum, drawing on the strengths of the collaborating organisations. For the 5-13 age group, an interdisciplinary approach to science education will be embraced.

1.2 *Strategic priorities*

The organisations forming SCORE will agree SCORE's strategic priorities on an annual basis.

1.3 *Research and evidence*

To be effective it will be important to back up policy positions with detailed understanding and evidence. This may well already exist within the organisations. SCORE should bring together and reinforce this separate expertise of the organisations. If new project work is to be undertaken it is essential that the reasons for it being commissioned are clear. A dissemination and influencing strategy must be agreed for new research. It will be important for SCORE to lead and drive the agenda, conveying what the member organisations want to see happen in terms of education and challenging the *status quo*. The key is for SCORE to be proactive with respect to key strategic areas and identify in which areas a reactive response to outside requests may be appropriate.

1.4 *Engagement and impact*

The priority is for SCORE to focus on engagement and impact, with a primary target audience of government and leading decision formers. This will include facilitation of high level meetings between the organisations and civil servants and politicians.

1.5 Working collaboratively

SCORE is a collaboration between organisations and will require a significant amount of collaboration at an organisational and individual level. The organisations therefore seek to ensure effective collaboration and sharing of ideas, resources and experience. Members of the organisations, the secretariat and other external individuals will be treated with dignity and respect.

1.6 Relationship between the organisations' own activities and SCORE activities

Being a member of the SCORE collaboration will not in any way interfere with each organisation making their own statements or undertaking their own policy research and activities. However, to ensure effective communication and influence is achieved, as well as enabling each organisation to gain an understanding of the issues and priorities of the other collaborating organisations, the members of SCORE intend to share priorities, plans and emerging issues as early as possible.

1.7 Legal / financial status

SCORE does not exist in a legal sense as an independent body. It is not, for example, incorporated by guarantee nor does it have charitable status in its own right. Therefore SCORE may not enter into legal contracts nor order or purchase goods or services in its own capacity. One of the SCORE organisations, known as the Host Organisation, undertakes such actions in order to facilitate the work of SCORE. The Host Organisation receives and administers the funds for the work of SCORE and makes available the services of members of the Host Organisation's staff to manage a Secretariat to SCORE. Thus the work of SCORE is subject to the Host Organisation's internal operational and financial (including audit) procedures and regulations. The Royal Society is currently the Host Organisation for SCORE.

The nature of the relationship between SCORE and the Royal Society means that the Society is currently judged to have legal responsibility for SCORE. Thus, for example, the Society would be held accountable to any Court proceeding or damages claim brought as a result of the work of SCORE.

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Annex 2 – SCORE’s working methods

2.1 The SCORE collaborating organisations

SCORE is formed of five organisations: the Association for Science Education, the Institute of Physics, the Royal Society, the Royal Society of Chemistry and the Society of Biology. Any change in the collaboration must be agreed by all SCORE organisations. The constituency of the collaboration will be reviewed annually. The SCORE membership will include learned societies representing biology, chemistry and physics and all SCORE member organisations will undertake work, outside of SCORE, in science education policy.

2.2 SCORE Chair

About the Chair

The Chair will normally be a ‘user’ of science. This includes in academic or commercial work and education. The Chair of SCORE will be someone of international standing. For example, the Chair could be a former officer of a SCORE organisation, a Fellow of a SCORE organisation or of similar calibre. The Chair of SCORE will be nominated by the SCORE organisations. Each organisation will approve the nomination in an appropriate manner, for example through their Council or Education Committee. The Chair may claim reasonable out-of-pocket expenses for the work he/she does for SCORE. The Chair can appoint a deputy from the SCORE committee or secretariat to represent them in their absence at committee meetings, and at other SCORE-related engagements. The term of appointment for the Chair will usually be 3 years and the Chair may not serve consecutively for more than 6 years.

Role of the Chair

The SCORE Chair is responsible for Chairing the SCORE committee and hosting regular meetings of SCORE organisations’ CEOs or equivalent. The SCORE Chair is also responsible for representing the views of SCORE organisations at meetings with key players and at profile-raising events; helping to provide an overall strategic guidance for SCORE; networking with high-level contacts in Science, Technology, Engineering and Mathematics to help promote the cause of science education; acting as chair at SCORE-organised events. The Chair can nominate a member of the Committee or the Secretariat as their deputy should the need arise.

2.3 Operating mechanism

There will be three operational levels:

1. The SCORE CEOs
2. The SCORE Committee
3. The wider scientific community of organisations.

2.4 SCORE CEOs

CEO Meetings

The CEOs of the SCORE member organisations (currently considered as ASE, IOP, RSC, RS and SB), or their representatives (one named senior substitute) will meet quarterly with the Chair to determine high level strategy and ensure engagement with the target communities. The minutes of these meetings will be shared with the SCORE Committee. The agenda for these meetings will include items raised by the SCORE Committee.

Role of the SCORE CEOs

SCORE CEOs will determine SCORE's high level strategy and ensure engagement with the target communities. They will represent the SCORE collaboration's views to high-level stakeholders on common policy issues.

2.5 The SCORE Committee

Committee members

The committee members of SCORE may be drawn from the organisation's staff or relevant committee membership, or, member organisations staff or committee membership. They will usually be drawn from the education and learning department or its associated committees. Each organisation's members will include a senior member of staff, such as a Director, who is able to speak on behalf of the organisation. Each SCORE organisation may contribute up to two members of the SCORE committee. This membership structure is designed to ensure that if any individual member of staff leaves an organisation, some continuity will be maintained. When it is known that a SCORE committee member will be leaving it is possible to introduce an additional SCORE committee member for a brief handover period.

Role of SCORE Committee members

SCORE Committee Members are responsible for providing sound, objective advice to the Committee/Chair; taking the lead on designated SCORE projects; contributing to these projects with feedback and other inputs; liaising with designated organisations/individuals in the science community; chairing SCORE meetings and events when called to do so; sharing knowledge on relevant programmes/projects of work within the organisations and representing SCORE organisation's views in discussions with policy makers. They also contribute to setting and reviewing SCORE's strategy and priorities.

Committee meetings

There will be at least six SCORE Committee meetings a year. These will take forward delivery of the strategy. When appropriate the committee will establish short lived task and finish groups to take forward key aspects of project work, these task and finish groups will report to the committee meetings.

The organisations give delegated authority to their representatives at the committee meetings to ensure effective debate and decision making. It is understood that, on occasion, staff will need to refer back to their own organisation's governance in order to commit to

action and/or policies. It is expected that there will normally be no overlap between the membership of the SCORE committee and those attending SCORE CEO meetings.

To improve the effectiveness of communicating with the wider community the first meeting of every calendar year will involve a reflection of the previous year's activities as to the impact of SCORE work, what it did, how effective was it and how can it do better. This meeting will include representatives of the organisations' press and communications divisions.

2.6 *The wider science community*

SCORE will seek to engage with members of the wider science and science education communities. SCORE will host six-monthly meetings (or more frequently if required) with the wider scientific community with interests in science education, to address specific issues on the SCORE agenda.

2.7 *The SCORE Secretariat*

The SCORE Secretariat is responsible for the day-to-day administration of SCORE business; preparing for and minute-taking at SCORE meetings; co-organising SCORE events and ensuring that SCORE members involved are fully supported and briefed; providing advice on education policy and managing projects; liaising with officials in other key organisations; ensuring that Host Organisation financial and operating procedures are adhered to and that SCORE finances are in order.

The SCORE Secretariat will be responsible for providing strategic and tactical advice to the Chair and members of the committee and will represent SCORE organisation's views at some groups and meetings as agreed by the Chair.

Members of the SCORE Secretariat are employees of the Host Organisation and as such are bound by the Host Organisation's terms and conditions of employment and ultimately answerable to the Host Organisation's Chief Executive.

2.8 *Acting as a SCORE representative*

SCORE Committee Members and the SCORE Secretariat may be asked to represent the views of SCORE organisations on a variety of committees and working groups. If an organisation wishes to have SCORE's views represented at a meeting or committee, it should in the first instance contact the SCORE Chair or Secretariat to make a request. SCORE will then decide which, if any, member or nominee will represent SCORE. Representatives will rarely have delegated authority from all SCORE organisations.

SCORE committee members and nominees should follow the following guidelines:

- if a SCORE committee member or nominee represents SCORE organisation's views, they should share papers and minutes in a timely fashion

- where possible, the representative should provide SCORE Committee Members with the opportunity to comment on papers prior to any meeting
- the representative should provide appropriate feedback to SCORE (for example an email following the meeting highlighting key points of interest, or a verbal update at the next SCORE committee meeting)
- if a SCORE Committee Member or nominee is unable to attend a particular meeting, they should inform the Secretariat as soon as possible, in order to establish whether another member or a member of the Secretariat can attend in their place
- the SCORE Committee should review its representation on various committees annually in order to ensure that SCORE is adequately represented and not overstretched.

2.9 Governance

SCORE organisations are responsible for ensuring that SCORE matters are properly reported and approved within their own organisations. There will be occasions when SCORE policy, decisions and statements will require discussion with, and the approval of, the relevant committees/Council of the organisations. The SCORE Secretariat will provide SCORE Committee Members with a monthly written update that can be shared within their organisations. Current governance arrangements are:

- ASE – The ASE’s Director of Professional and Curriculum Innovation reports on SCORE at ASE Council Meetings. SCORE Manager to provide written SCORE updates when requested.
- Institute of Physics –The Institute of Physics’ Education Board takes delegated responsibility from IOP Council for SCORE matters. The SCORE Manager to act as an observer on IOP’s Education Board and provides written or verbal reports as required.
- Royal Society – The Chair of SCORE to sit on the Royal Society’s Education Committee and SCORE Manager to provide a report to this Committee. SCORE publications are sent to the Royal Society’s Council meetings for information.
- Royal Society of Chemistry – The RSC’s Director of Education & Science or their nominee will report on matters to the Education Division and other relevant committees as appropriate.
- The Society of Biology – SCORE manager to receive education papers from the Education, Training and Policy (ETP) committee and to be invited to relevant ETP meetings.

2.10 Promotion, disseminating information and media relations

Working across the collaboration

It is likely that in order to achieve its objectives, much of SCORE’s communication strategy will not involve the mass media. However, on occasion, the SCORE Committee may decide to issue a press statement or respond to press enquiries.

SCORE's promotion and media relations are managed by the Secretariat with the support of the organisations' Media Relations Teams, which provide advice on disseminating education policy information. The SCORE Secretariat may ask for press support from any SCORE member as required. SCORE organisations' press officers will approve SCORE press releases. SCORE will only make a press release if all organisations are agreed. Should one or two SCORE organisations not agree to a press release, the remaining organisations may choose to issue a press statement together, although not using the SCORE branding.

Publications and Statements of SCORE

SCORE will ensure that the views of the organisations and their member bodies are fed into SCORE reports, responses and statements at appropriate junctures. All SCORE organisations are asked to sign off SCORE publications and statements.

Press release procedure

Regarding external press engagement, SCORE will issue press releases for its specific publications, however it is unlikely that SCORE will initiate press releases on other issues. SCORE will respond to press enquiries through the Chair, particularly on pan-science issues. Enquiries related to subject specific issues will be passed to the relevant body, although a SCORE organisation may request that the Chair makes a subject-related comment. The Chair is given delegated responsibility to speak to agreed key policy/strategy areas without referral to SCORE organisations.

The media work for SCORE projects and reports should be led by the same organisation as is leading on the work itself. The relevant communications person at that organisation should then provide a brief (short paragraph) summary of the key message of the press release to the SCORE Manager, for agreement by the SCORE organisations. This person will then produce the press release, gain sign off from the other organisations and send it out. Where possible the spokesperson for this kind of media work should be the SCORE Chair. However, if he/she is not available, the lead organisation should provide a spokesperson. They should also identify a reserve spokesperson based on whoever else has contributed most to the work.

2.11 Confidentiality

To be effective in its dealings with the Government, its bodies and other policy makers, SCORE will need, on occasion, to act confidentially. As such, there may be occasions when SCORE Committee Members are asked not to share SCORE correspondence and papers outside of their own organisation.

3.1 Funding

The organisations forming SCORE will provide financial support for SCORE's operating costs that will be used to leverage additional support from appropriate sources. SCORE's operational funding will be held by the Royal Society and will be ring fenced for SCORE's sole use. SCORE's budget and work plan will be approved each year by all Funders. As per

the agreement with the Gatsby Technical Education Projects, funding from SCORE organisations will be allocated before drawing down Gatsby funds.

3.2 Reporting

All SCORE's funders will receive reports against the work plan and budget on a six-monthly cycle.

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