



Sir John Cass's Foundation is looking for a new Governor

The Organisation

The Foundation is one of London's oldest and largest education charities. Founded in 1748, it supports education for young people under the age of 25 from London through its grant programmes for individuals, schools and organisations, and its support for a number of institutions bearing Sir John Cass's name. The Foundation provides in excess of £5 million of educationally linked grants and benefits per year derived from an asset base and investment portfolio of circa £153 million.

The Role

Work alongside other Governors to set strategic direction and ensure the effective delivery of the Foundation's strategy.

Use practical experience to guide the work of the Foundation, participating in its various committees.

Represent the Foundation at various external events and with Partner organisations.

The Candidate

We have a specific place on our board to fill, and are looking for a Governor experienced in Arts Education, preferably in London.

The time commitment will be approximately 10-15 days a year for Board meetings, Committee and Sub-committee meetings, Founder's Day, Board Away Days and external events.

The position is unremunerated, but reasonable travel expenses will be reimbursed.

The Foundation seeks to have diverse a Board and welcomes applications from all sections of the community.

For further information and application instructions please go to www.sirjohncassfoundation.com Alternatively, for a hard copy of the application pack, please call Anne Dance on 020 7480 4262.

APPLICANT BRIEF



**Governor of
Sir John Cass's Foundation**

Dear Applicant,

I am delighted you have expressed an interest in the role of Governor of Sir John Cass's Foundation.

The Foundation has evolved over its more than 260-year history to become one of the leading independent education charities in the UK. Founded in 1748 by City of London politician and philanthropist Sir John Cass (1661-1718), the Foundation has a rich history of supporting pioneering initiatives to promote participation and achievement in education for the most disadvantaged young people in the Capital.

We proudly continue to support the work of our founder through offering grant funding to schools, organisations and individuals-in-need across inner London. The Foundation also works hard to establish innovative partnerships with leading educational bodies to improve attainment and access to opportunity for young Londoners, always with a focus on how successful interventions can be scaled at a national level.

The Foundation is a unique organisation with links in the nursery, primary, secondary and tertiary sectors of education. Our on-going connections across each tier see the Foundation's continued support of its seven name bearing institutions. Our affiliated institutions range from the two London based Cass primary and secondary schools, of which the Foundation is the sole Trustee, the Cass Business School (City University), Cass School of Education (University of East London), the Sir John Cass Faculty of Art, Architecture and Design (London Metropolitan University), the Cass Child & Family Centre, offering central London nursery provision and the Sir John Cass Halls of Residence in Hackney.

The Foundation has a long history of bringing students from all backgrounds into education and, for centuries, has been supporting students in the heart of London from under-represented and disadvantaged groups. Our support to individuals continues to grow through scholarships and bursaries schemes with a number of colleges, universities and in partnership with the Lord Mayor of London. We have also provided substantial support to a variety of schools-based Government initiatives, including Education Action Zones and the sponsorship of 34 secondary schools over the last fifteen years, to enable them to become Specialist Schools. The Foundation has also made great strides in supporting a number of academies within London through our strategic partnerships work.

With an ever-changing political landscape and continuing financial pressures on our education system the Foundation, as one of the leading independent education charities in the UK, is well placed to draw together policy makers, advocates and influencers to address key challenges. The Foundation continues to be at the forefront of debate, stimulating meaningful discussion through our series of Annual Lectures. Each year an important educational topic is explored by a high-profile and influential speaker and we are delighted to have previously welcomed lectures from the Rt. Hon. the Lord Adonis, the Rt. Hon. Ed Balls, the Rt. Hon. Michael Gove, Sir Anthony Seldon, Katharine Birbalsingh, the Rt. Hon. Sir Vince Cable, the Lord Hennessy of Nympsfield, Martin Bean CBE, Rt. Hon. the Lord Baker CH and most recently the Rt. Hon. Ruth Kelly.

The Cass Annual Lecture Series has grown in reputation and influence over the past eleven years and is shared widely with colleagues in the Houses of Parliament, Government Ministers, MEPs, universities and schools throughout the UK.

If you share our vision, are passionate about education, willing to become involved both at a strategic and practical level to make a positive impact in the education sector, I encourage your application. Should you join us you will find a highly supportive, capable and welcoming organisation of which I am proud to be Chairman.

I look forward to receiving your application.

Dr Kevin Everett
Treasurer and Chairman of the Board

History of the Foundation

Sir John Cass's Foundation dates formally from 1748. The origins of the Foundation are to be found in the early years of the 18th century during the turbulent and complex politics of the reign of Queen Anne.

The Foundation takes its name from its founder, Sir John Cass. Cass was born in the City of London in 1661 and, during his lifetime, served as both Alderman and Sheriff. He was also MP for the City and



knighted in 1713.



The Original Charity School

In 1710 Cass set up an independent school for 50 boys and 40 girls in Aldgate. Intending to leave all his property in the care of nine independent governors, when he died in 1718 of a brain hemorrhage, Cass had only initialed three pages of his Will. The incomplete Will was contested, but was finally upheld by the Court of Chancery 30 years after his death. The school, which by this time had been forced to close, was re-opened, and the Foundation established.

The history of the Foundation touches upon education in and around the City of London at almost every level, ranging from primary education to postgraduate study and representing an historical microcosm of the development of English education over more than three centuries. Today, the Foundation has links in the nursery, primary, secondary and tertiary sectors of education. It provides support to its primary school in the City of London and its secondary school in Tower Hamlets, as well as the Sir John Cass Faculty of Art, Architecture and Design (part of London Metropolitan University), Cass Business School (part of City University) and the Cass School of Education (part of the University of East London).



The Foundation also funds schools and organisations benefiting young people from inner London and provides support with education costs to young residents of London who are under the age of 25 and from disadvantaged backgrounds.

Our Vision, Mission and Values

Vision

Our Vision is to be regarded as an influential organisation, contributing to educational policy, practice and research in order to shape and meet the evolving needs of London's disadvantaged young people.

Mission

The mission of the Foundation is to promote the education of young people from London through its grant programmes for individuals, educational institutions and organisations.

Values

Our core values provide the basis for the Foundation's mission. They shape the way we pursue our vision and underpin the way we behave with each other as well as the way we interact with the world around us.

These are underpinned by our core values

1. Efficiency and Professionalism

We are efficient and professional in everything we do. We aim to treat people with dignity and respect always adhering to the highest personal and professional standards in the pursuit of business efficiency.

2. Openness and Transparency

Our policies, procedures and processes conform to the highest standards of governance and will stand the test of probity.

3. Caring

We treat everyone with empathy, compassion and understanding as we ourselves would wish to be treated.

4. Innovation

We actively seek creative excellence to achieve change for the better.

Strategic Aims, Programme and Market Analysis 2017

Market Positioning

The Foundation is an endowed grant-giving charity that does not rely on public subscriptions or donations. It also manages the income and associated activity which directly generates grant revenue and assistance to the Foundation's beneficiaries.

The Foundation's charitable objects are restricted to the promotion of the education of young people living in London who are in financial need. Whilst there are other grant making charities operating in London, only a minority of these shares the Foundation's focus upon education and none share the same area of benefit.

Market Differentiation

The vast majority of grant-giving charities are restricted to distributing their income to other registered charities. The Foundation does not share this limitation and may support a wider range of beneficiaries including giving grants to seven institutions which bear the Foundation's name, schools and individuals. This differentiates the Foundation from its peers and its continued support to schools and individual beneficiaries is the focus of the grants strategy.

Value Proposition

The Foundation seeks to add value by enhancing the educational curriculum taught in state maintained schools in its area of benefit and by providing financial support to needy students from London.

Strategic Aims

The strategic aims of the Foundation are to:

- To support the two Cass Schools as per the Scheme and the intentions of the Founder.
- To seek to influence and contribute to the improvement of education policy and practice, both within the Foundation's area of benefit and more widely within the sector.
- Work with partners to strengthen the quality of the Foundation's services.
- Promote access to further education and higher education for disadvantaged young people from London.
- Improve internal planning and management.

Principal Objective

The principal objective of the Foundation is to secure income from its investments to promote the education of young people from London through its grant programmes for individuals, schools and organisations

The Foundation's activities are delivered under the following headings;

- Managing the Endowment and Investment Portfolio
- Grants Programme
- Governance
- Partnership Working
- Foundation Events

The Role Description

Principal Responsibilities

1. Serve as a Co-opted member of Sir John Cass's Foundation Board by contributing to policy, strategy and direction and to ensure sustainability of funding and of the Foundation as an entity and enhance its reputation by effective decision making.
2. Serve as a member of the Foundation's partner organisations as appropriate.
3. Serve on such other special committees and sub-committees of Sir John Cass's Foundation Board as required.
4. Bring individual expertise, knowledge, skills and experience to bear on discussion and proceedings of the Board.
5. Follow the ethos, policies and practices of Sir John Cass's Foundation and reflect a positive image of the Foundation in:
 - Representing the Board at external events.
 - Engagement with Foundation staff and Governor colleagues.
 - Proceedings internally at Board or Committee meetings.
 - Representing the Foundation with Partner organisations.
6. Attend, participate in and contribute to events in the Governor Development Programme.
7. Participate in a programme of visits to projects and functions organised by beneficiaries of Foundation funding (approximately four per year).
8. Promote and raise awareness of the Foundation's reputation and promote opportunities for collaborative working with others engaged in government, education and charity.
9. Discharge all Governor duties within a framework of inclusion, equality and diversity.
10. Be prepared to commit 10-15 days per year to the Foundation's activities.

Person Specification

Specific Minimum requirements of the role

1. Empathy with and commitment to the ethos of Sir John Cass's Foundation to reflect the Nolan Seven Principles of Public Life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership) when engaged in Foundation business.
2. Effective communication and presentation skills to represent the interests of the Foundation externally; and to be able to relate to and engage with a range of people from diverse backgrounds.
3. Experience of working within the framework of collective responsibility in a Committee environment – e.g. private sector, local authority, political party, trade union, voluntary and community organisations, school Board etc.
4. Knowledge and understanding of the business planning process – of setting strategic goals, monitoring progress and evaluating achievement, using business and management information.
5. Demonstrable level experience gained in Arts Education, preferably in London.
6. An understanding of how the principles of inclusion, equality and diversity should inform the governance, direction, practice and delivery of an organisation.
7. Leadership skills and experience in either the private, public or voluntary sector coupled with common sense.

Terms of Appointment

The appointment will be for a term of five years with a possibility of renewal.

The time commitment required will be approximately 10-15 days per year for preparation and attendance at Board meetings, Committee & Sub-committees meetings, Founder's day, Governor Away Days and external events.

The position is unremunerated, but reasonable travel expenses will be reimbursed.

Selection

Applicants with the most appropriate mix of qualifications and experience will be invited to participate in a selection process.

Equal Opportunities

Sir John Cass's Foundation is an equal opportunities organisation. We welcome applications from candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour nationality and ethnic or national origin) religion or believe, sex (gender) and sexual orientation.

How to Apply

So that we may progress your application please submit the following:

- Completed application form, including the details of two referees. (If you specifically do not wish referees to be approached without your permission, please indicate this clearly. We will only approach referees if you are invited to attend at interview and will only do so with your permission).
- A full CV.
- A Supporting Statement showing how you meet the requirements of the Person Specification.
- A completed Equality and Diversity Monitoring Form.
- Verification of knowledge of Governors.
- Closing date. 31st January 2018 midday

Applications should be emailed to

richardfoley@sirjohncass.org

**If you would rather post your application, please send it marked
Private and Confidential to:**

Richard Foley
Clerk / Chief Executive
Sir John Cass's Foundation
31 Jewry Street
London, EC3N 2EY

If you have a query or wish to discuss the opportunity further, please feel free to call
Richard Foley on 020 7480 5884.

Equality and diversity monitoring form

Sir John Cass's Foundation wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

The information you provide will stay confidential, and be stored securely and limited to only some staff in the organisation's Human Resources section.

Please return the completed form in the envelope marked 'Strictly confidential' to **Richard Foley at Sir John Cass's Foundation, 31 Jewry Street, London, EC3N 2EY.**

Gender Male Female Prefer not to say

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish
British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say Any other mixed background, please write in:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay woman/lesbian Gay man Bisexual

Prefer not to say If other, please write in:

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish

Muslim Sikh Prefer not to say If other religion or belief, please write in:

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours

Annualised hours Job-share Flexible shifts Compressed hours

Homeworking Prefer not to say If other, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over) Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say

Note: This form is a sample which an employer can adapt or develop to meet its needs.

For more information on what data to collect, see the Acas guide, *Prevent discrimination: support equality*.

THE BOARD OF SIR JOHN CASS'S FOUNDATION
GOVERNOR APPLICANT DETAILS
(please complete in black ink)

1. Personal Details

<i>First Name:</i>	<i>Last Name:</i>
<i>Address:</i>	
<i>Telephone (daytime or evening)</i>	<i>Home:</i> <i>Mobile:</i>
<i>E-mail (daytime or evening)</i>	

2. Details of Referees

Please give details of two individuals who have known you for at least a year, who would be willing to provide a reference for you. References will not be taken up prior to interview.

<i>Name of first referee</i>	<i>Address</i>
<i>Relationship to you:</i>	
<i>Telephone (daytime or evening)</i>	<i>Home:</i> <i>Mobile:</i>
<i>E-mail (daytime or evening)</i>	

<i>Name of second referee</i>	<i>Address</i>
<i>Relationship to you:</i>	
<i>Telephone (daytime or evening)</i>	<i>Home:</i> <i>Mobile:</i>
<i>E-mail (daytime or evening)</i>	

3. Declaration

I confirm that the information given in this form and in the accompanying:

- CV
 - Supporting Statement
 - A completed Equality and Diversity Monitoring Form
 - Verification of knowledge of Governors
- is accurate and correct.

SIGNATURE

DATE

BOARD and STAFF of SIR JOHN CASS'S FOUNDATION

Please indicate your knowledge of any of the Board, and of the Clerk named below by ticking box (a) and making any observations about the capacity in which you know them at box (b)

Governors	(a)	(b)
Kevin Everett		
Brian Barker		
Paul Bloomfield		
Trevor Critchlow		
Sophie Fernandes		
Graham Forbes		
John Hall		
David Hogben		
Laura Jørgensen		
Jenny Moseley		
Michael Thorne		
Mervyn Streatfeild		
Staff		
Richard Foley		
Anne Dance		
Paul James		
John Mead		
Jane Miller		
Fedinia Olonade		
Emma Hale		
Nicole Hornby		
Shahanara Begum		