

A photograph of two young boys on a boat, wearing life jackets. The boy on the left is looking towards the right, and the boy on the right is looking towards the camera with a slight smile. The background shows the interior of a boat with some equipment. The image is overlaid with a semi-transparent teal filter.

Appointment brief  
Appointment of Governor,  
Sir John Cass's Foundation

November 2020

Reference: VAMADA

# An introduction

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. The Foundation provides in excess of £4.3 million of educationally linked grants and benefits per year derived from an asset base and investment portfolio of circa £180 million.

We were delighted to publish a ten-year Impact Report earlier this year, which highlights the difference our grants have made to young people across the Capital. The report celebrates our grant making from 2009-2018, a decade in which we awarded grants and in kind support totalling over £50 million and takes a look at future developments over the years to come. You can read more about the impact report here: [https://sirjohncassfoundation.com/wp-content/uploads/2020/01/SJCF\\_Impact\\_Report-2009-2018.pdf](https://sirjohncassfoundation.com/wp-content/uploads/2020/01/SJCF_Impact_Report-2009-2018.pdf)

## History

Sir John Cass's Foundation dates formally from 1748 and is named after Sir John Cass, a merchant and politician, whose wealth posthumously was used to create the Foundation to deliver educational benefits to disadvantaged children. 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 1712.

It is the Foundation's understanding that part of Cass's wealth was acquired through his role as Director of The Royal African Company which traded with Africa, including in the trade of enslaved people. This aspect of the Foundation's history is not a source of pride and you can read about a number of initiatives the Foundation is undertaking to address this, including removing the statue of Sir John Cass from public view and committing to a change of name here: <https://sirjohncassfoundation.com/black-lives-matter-the-statue-of-sir-john-cass/>.

## Our change of name

It is clear to us now, that while firmly committed to combating racism, we failed to consider whether our own 300-year-old name and history compounded the problem. We have also continued to celebrate Sir John Cass without explaining or acknowledging his connection to slavery and human exploitation, or the hurt and anger this has caused amongst our beneficiaries and our community. We recognise, acknowledge, seek to understand, and apologise, for the public hurt and anger.

We want our beneficiaries to be proud to benefit from the opportunities that our grants provide. So, let us be clear: we no longer consider the Sir John Cass name appropriate to represent us and the work that we do in this century or in the future. We commit to a change of name.

It is important to us that our new name reflects our beliefs and charitable work and will remain relevant through the next 300 years. Our Trustees, partners, and stakeholders are currently consulting on the name and we will then undertake the legal applications to officially change our name as a charity.

Above all, we remain dedicated to educational projects to challenge and eradicate racism, discrimination and inequality. We welcome these major steps we are taking to evolve while we continue to serve our beneficiaries, changing their lives for the better and enabling them to benefit from the excellent projects and schemes our partners provide.

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 and other educational institutions.

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

**You can read more about our grant strategy [here](#), and find out more about us on our website [www.sirjohnncassfoundation.com](http://www.sirjohnncassfoundation.com) and on [Twitter](#).**



## Mission

The mission of the Foundation is to promote the education of young people in inner 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.

Our core values are:

- **Efficiency and Professionalism** – we aim to treat people with dignity and respect, always adhering to the highest personal and professional standards in the pursuit of business efficiency.
- **Openness and Transparency** – our policies, procedures and processes conform to the highest standards of governance and will stand the test of probity.
- **Consideration** – we treat everyone with empathy, compassion and understanding as we ourselves would wish to be treated.
- **Innovation** – we actively seek creative excellence to achieve change for the better.

## 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 young people.

## Strategic Aims, Programme and Market Analysis 2020

### 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 share 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. This ability differentiates the Foundation from its peers and 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 support the two Schools of which the Foundation is Trustee: The Aldgate School (primary in the City of London) and Stepney All Saints School (secondary and sixth form in Stepney Green).
- 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

## Being a board member

Our board consists of 12 members, each of whom give the equivalent of around 10 to 15 days of their time each year to the Foundation. Their role is to work with the Chief Executive, not just to ensure good governance and wise financial stewardship of our assets, but also to ensure our charity continues to grow and flourish.

Board Members are expected to adhere to the Nolan Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership and the Board's 'Code of Conduct' is based on these principles. The board works together collaboratively and cooperatively to set and monitor the strategic direction and effective delivery of the Foundation's strategy.

Board members also participate in our committees which report directly to the Board, principally the Grants Committee but also others including the Audit & Risk Committee. All Board members can choose to attend the Grants Committee which is the driving force of our charitable work. Board members also regularly represent the Foundation at external events and partner organisations.

## 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 the 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.

# Person specification

The Foundation are now seeking outstanding candidates to join the Board at this critical point in our history. We are open minded about the specific skills and experience this person will bring with the most important requirement being a commitment to our mission and passion for the work we do. We would welcome applications from candidates who have lived experience or an understanding of our beneficiaries and what they experience. In order to increase the diversity of our board to reflect the community we serve, the Foundation would particularly welcome applications from candidates from Black, Asian or ethnic minority backgrounds.

The Foundation is a diverse and inclusive 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 beliefs, sex (gender) and sexual orientation.

It will be helpful if candidates can demonstrate all or most of the following:

- 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, student union, student governor etc.
- Effective communication and presentation skills including the ability to use a variety of communication techniques including social media 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.
- Knowledge and understanding of the business planning process – of setting strategic goals, monitoring progress and evaluating achievement, using business and management information.
- An understanding of how the principles of inclusion, equality and diversity should inform the governance, direction, practice and delivery of an organisation.

While religious beliefs (including lack of such) is not a requirement for board membership, there is an expectation that board members will support the promotion of education in the principles of the Church of England, as this is identified specifically in our constitution.

# Terms of appointment

The appointment will be for a five-year term of office, 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-committee meetings, Governor Away Days and external events.

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

## How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Sir John Cass's Foundation on this appointment.

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code **VAMADA**. Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring\* form.

The closing date for applications is noon on **Tuesday 8 December 2020**.

\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.



# Saxton Bampfylde

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