

Appointment of Trustees of the Latymer Foundation at Hammersmith

August 2019

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INTRODUCTION

The Latymer Foundation at Hammersmith supports two independent schools in West London: Latymer Upper School and Latymer Prep. School, both of which are lively and energetic co-educational day schools situated in Hammersmith. With approximately 1400 highly able and academically ambitious students, both schools offer an exceptional educational experience, surroundings and facilities.

The objective of the Latymer Foundation is to promote the education of boys and girls by the maintenance of a school or schools in the London Borough of Hammersmith. The Foundation is overseen by its Governing Body, currently led by Rosalind Sweeting. One of the main purposes of the Foundation is to ensure that any child is able to access a Latymer education regardless of their financial circumstances.

The Trustees of the Latymer Foundation are also Governors of both schools, with responsibility for governance, regulatory oversight and support for the strategic development of the schools. They also manage the endowments bequeathed by Edward Latymer in 1624. The Board is wholly committed to the extension of the provision of bursaries so that, ultimately, the only criteria for admissions to their schools should be ability and potential.

You can learn more about the foundation here: <https://www.latymerfoundation.org/>, about Latymer Upper School here: <https://www.latymer-upper.org/>, and about Latymer Prep here: <https://www.latymerprep.org/>



THE OPPORTUNITY

The work of the Foundation has taken many different guises but is always underpinned by the Board's wish to ensure that both schools and the Foundation prioritise social mobility through the provision of access to an outstanding education. Latymer Upper, which is the larger of the two schools, has received a range of accolades for its work in delivering this, and is recognised as a leader in both the provision of bursaries and its work in partnership with the maintained sector.

This is a hugely rewarding voluntary role providing a unique opportunity to support both Schools whilst also shaping the vision and direction for the Foundation as a whole. It is a chance to join a board of dynamic, imaginative and forward-thinking people, and work with highly committed and successful senior leadership teams. What drives them all is a belief in the power of the Foundation to improve lives, and a willingness to think and approach things differently. As such, you will not only be a Governor to two successful independent schools, but you will be a Trustee for a charity focussed on tackling disadvantage.

Expressions of interest are welcomed from people who are similarly motivated by a desire to use education to change lives and understand the Foundation's ability to effect change. The Board places particular emphasis on its own diversity, given its strong desire to reflect the community it serves and to encompass and leverage different views.

THE ROLE

A Governor is a Trustee of The Latymer Foundation at Hammersmith and a Governor of Latymer Upper School and The Latymer Preparatory School. In this document, references to Governor include Trustee and references to Latymer include The Latymer Foundation at Hammersmith and the two schools.

Governors are expected to attend 5 full governing body meetings a year and, in addition, contribute to one of the board committees meeting 3 or 4 times a year. Meetings are scheduled for late afternoon and early evening and take place at Latymer Upper School. Attendance is also encouraged at a range of School events throughout the academic year.

The Latymer Foundation fully supports the principles of equality and diversity and considers it to be in the best interests of pupils, parents and staff, to ensure that the resources, talents and skills of our Governors fully reflect the diversity of our local community. To this end they actively encourage applications from as wide a range as possible of ethnic, cultural and social backgrounds.

A Governor is expected to act in accordance with the guidance for Trustees provided by the Charity Commission (<https://www.gov.uk/guidance/charity-Trustee-whatsinvolved>) and to comply with the Latymer Code of Conduct for Governors.

Main Responsibilities and Duties

Collectively with other members of the Governing Body, a Governor will:

- Determine and uphold the vision and ethos of Latymer;
- Determine the overall strategic direction and development of Latymer through good governance and clear strategic planning;
- Ensure that Latymer and its representatives function within the legal and regulatory framework of the charitable and educational sector and in line with Latymer's governing document, continually striving for best practice in governance;
- Act in accordance with the following principles: selflessness, integrity, objectivity, accountability, openness, honesty and leadership;
- Ensure that Latymer carries out its charitable purposes for the public benefit;
- Act in the best interest of Latymer, its present and future pupils and beneficiaries at all times, and be aware of sector and other issues which may affect the present and future growth of Latymer;
- Manage Latymer's resources responsibly, reasonably and honestly, ensuring expenditure is in line with its objectives, and investment activities meet accepted standards and policies;
- Interview, appoint and oversee the work and activities of the senior staff, providing support, encouragement and challenge to the Head and senior staff as appropriate;
- Maintain absolute confidentiality about all sensitive/confidential information received in the course of a Governor's responsibilities to Latymer;
- Declare any personal, family or business interest which might conflict with those of Latymer;
- Have a good understanding of and be sympathetic to the aims and objects of Latymer;
- Contribute expertise to the discussions of the Governing Body and, if possible, at least one committee; and
- Ensure that decision-making and governance issues are as transparent as possible and recorded clearly, except when confidentiality is required.

The degree of commitment expected of a Governor is to:

- Attend at least 75% of Governors' meetings;
- Spend an appropriate amount of time reading papers and preparing for Board and Committee meetings;
- Be prepared to devote sufficient time and energy to develop an understanding of Latymer;
- Visit Latymer periodically during working hours and regularly attend Latymer events each year, in addition to attendance at Board and Committee meetings; and
- Attend training courses or seminars from time to time.



PERSON SPECIFICATION

The Board are looking to appoint two Governors in the coming 12 months, both of whom will bring educational expertise and experience of operating at a senior level within their field. One of these appointments will be made from the higher education sector and one will offer experience in education and/or the young people sector that would be deemed relevant to the Foundation. This might include someone with experience of social mobility, mental health in children and young people, or education policy and research.

There is an openness to consider people for whom this might be their first non-executive role, and the necessary support and mentoring would be available to enable such a person to make such a move successfully.

Beyond this, it is hoped that candidates for the role will demonstrate the following:

- Senior level experience and exposure to strategy development;
- Intellectual capability and a willingness to contribute to decision making;
- An ability to contribute beyond their area of expertise, and the capability to understand the financial, risk and business aspects of the Foundation and the two schools;
- A strong commitment to the mission of the Latymer Foundation, a real interest in social mobility, and a belief in the role that the independent sector can play in helping to effect change in this regard; and
- An interest in, and appreciation of, the development and education of children and young people, and in preparing them for life beyond school.



TERMS OF APPOINTMENT

This is a voluntary role and will be undertaken pro-bono. Reasonable expenses will be reimbursed.

Governors are recruited for a term of five years, and with mutual agreement are able to carry out up to two terms on the Board.

The Chair of Governors carries out an annual review of each Governor, in the spirit of ensuring that the Board is operating in as effective a way as it can be.

Given the nature of the role, there will be some evening and/or weekend events to which all Governors are invited, and it is hoped that any person considering these roles would feel able to attend some of these during their time on the Board. The Foundation is committed to safeguarding and promoting the welfare of children and young people and therefore the post is subject to an enhanced DBS and referencing checks.

THE PROCESS

Following a review meeting with the Nominations Committee of Latymer Foundation on **Wednesday 25 September 2019** selected candidates will be invited to have a series of informal and formal meetings with members of the Foundation and the Schools.

These meetings will include a chance to visit the Schools, a tour of the campus, a meeting with the Chair of Governors and the Head of Latymer Upper, which will take place during the weeks commencing 30 September and 7 October.

A formal round of interviews will take place on **Tuesday 15 October** or **Thursday 17 October** all day.

If you have an issue with any of the dates specified, please let us know in your application.

HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to Latymer Upper School on this appointment. Candidates should apply for this role through our website at www.saxbam.com/appointments, using code **CAGACA**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter, of no more than two pages. Candidates who reach the final stages will be asked to complete an application form.

The closing date for applications is noon on **Wednesday 18 September 2019**.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

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