



Fundraising Trustee Recruitment Pack December 2020

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Further information (click to download)

- [2019 annual report and Accounts](#)
- [Classics under Covid \(fundraising leaflet 2020\)](#)
- [Autumn 2020 Newsletter](#)

Classics for All

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Company number: 7182949



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Welcome Letter from our Interim Chair

Classics for All was founded in 2010 to reverse the decline in the teaching of classics (Latin, Ancient Greek, ancient history, classical civilisation) in state schools. We have a passionate commitment to ensuring that pupils of all abilities and background have access to high quality education opportunities that are stimulating, rich and allow them to fulfil their potential.

We work with both primary and secondary schools, many in areas of socio-economic disadvantage. Since inception, we have supported over 950 schools to introduce classics on the curriculum or as part of enrichment activities, training over 3,000 largely non-specialist teachers.

I know how transformational a classical education can be. As the son of a waitress and factory worker I attended a Liverpool comprehensive in the 1970s where I was able to take the full range of classical subjects, Latin, Greek and Ancient History at A level and continued that journey at Jesus College, Cambridge; an experience which changed my life dramatically. That same school now hardly sends any pupils to University let alone Oxbridge. This is why Classics for All is so important to me. I want children who walked the same streets as I did to be able to reach beyond their origins and fulfil their potential regardless of their socio-economic status.

So far we have achieved our work in schools with no core support from government. This means that every year we need to raise at least £600,000 from individuals, trusts and foundations. We have a growing base of committed donors and an engaged Development Committee.

We now seek to recruit a Trustee with substantial experience in a senior fundraising and development role. The appointee will join a board of trustees with a wide range of expertise and experience. We seek someone who can contribute their expertise to the overall governance of the charity's fundraising and advise on its fundraising strategy. We will also welcome your suggestions on new ways of maximising income streams to meet increased demand for support from schools.

This pack includes further information about the charity, its impact, structure, governance and plans for the future as well as a person specification and information on how to apply. If you are interested our work and think you can help us to develop our fundraising strategy then we very much want to hear from you.



A handwritten signature in black ink that reads 'Jimmy Mulville'.

Jimmy Mulville
Interim Chair, Classics for All

Fundraising Trustee role, how to apply and recruitment timetable

Classics for All

If you're passionate about increasing aspiration and educational achievement in state schools, join us as a Trustee.

This is an exciting time to be joining Classics for All. Since 2010 we have introduced classical Subjects – Latin, classical civilization, ancient history and Ancient Greek – to over 920 state primary and secondary schools, reaching more than 60,000 pupils, many in areas of high socio-economic deprivation. Demand from schools to offer classical subjects has increased fivefold since the charity began in 2010. Even in such a challenging year as 2020, with so many schools resorting to online learning due to the pandemic, we are still on track to reach our annual goal of 100 new schools offering classics to their pupils.

Like most charities Classics for All had to revise fundraising targets owing to the pandemic, having cancelled all fundraising events after March 2020. Classics for All's donor support is drawn from individual donors (70%) and trusts and foundations (30%), and our projected end of the year position is ~£150k less than originally targeted. However, demand for our programme in state schools continues to be robust.

Seeking a Fundraising Trustee

We are keen to recruit a Trustee who has experience in soliciting and stewarding at least 5-figure gifts and who has led a significant development campaign and fundraising strategy. As a Trustee you will, in particular:

- Ensure the overall governance of the charity's fundraising functions.
- Advise on the development of a robust and sustainable fundraising strategy and ensure it is carried out in legal, accountable way.
- Suggest new ways of maximising income streams from individual donors, major giving, match funding campaigns and corporate sponsorship to meet increased demand for support from schools.
- Play a role on the Development Committee to maintain and grow our income particularly from individual donors.
- Be an active advocate, networking on behalf of Classics for All.

See page 18 for a full description of Classics for All's Trustee Role Description. We expect all Trustees to contribute actively to the Board by offering strategic insight and ensuring robust financial and administrative accountability. Our current recruitment seeks to expand the range of Trustee skills and experience. We are committed to making further progress on the diversity of our Board composition including, but not limited to, gender parity and BAME diversity.

As a minimum Trustees are expected to attend three Trustee meetings a year – currently held virtually by Zoom, but in future may be held in London – and up to four additional events. 2021 Board dates are Mondays from 16.00-17.30: 15 March, 14 June, 15 November.

We welcome applications from people outside London and will reimburse all UK travel and out of pocket expenses. Until further notice all board meetings and events will be held virtually.

Appointment to take place by 15 March 2021.

The term of office is three years, renewable for a second term subject to agreement by the board.

How to apply:

If you would like to express your interest in this position, please submit a CV and supporting letter describing i) your interest in the charity, ii) the skills you would bring and iii) your time availability.

Completed applications should be returned to us **before 12.00 noon on Wednesday 10 February 2021.**

Email contact@classicsforall.org.uk, subject line 'Trustee Application', or post (with plenty of time to arrive) c/o Jules Mann, Executive Director, Classics for All, Room C14, East Wing, Kings College (Strand) London WC2R 2LS.

Recruitment timetable

10 February at 12.00 noon	closing date for applications
19 February	notification of shortlist
24-25 February / 1-2 March	virtual interviews of shortlisted candidates
4 March	successful candidate notification
8-11 March	virtual induction
15 March	formal appointment at virtual Board meeting

Impact Report
2010 – 2019

Our Purpose

By 2025 our mission is to have introduced classical subjects to at least 1,500 primary and secondary schools across the UK, many in areas of socio-economic deprivation.

Classics for All was founded in 2009 to reverse the decline in the teaching of classics in state schools. Our vision is that all pupils in state schools across the UK should have the opportunity to study classical subjects, regardless of their ability or background.

In this impact report, we explain how we approach our work, our progress to date and our plans for the future. The report draws on data that we collect regularly from pupils, teachers and schools, as well as research we commission to measure our impact.¹



The ancient world survives as a mirror to our lives, a Rosetta Stone through which to understand the modern day. Through the study of classics, we learn to empathise with those who lived two thousand years ago. This is absolutely crucial if we're going to understand our neighbours and our community.

Luke Bateman, former student at Blackpool Sixth Form College, now studying ancient and modern history at the University of Oxford

Why Classics

Classics refers to the study of the ancient world, together with its influence on cultures right up to the present day.

It is one of the most varied and interdisciplinary of all subjects, including English literature, history, philosophy, art and archaeology. Within the UK school curriculum, there are four examined classical subjects: Latin, Ancient Greek, classical civilisation and ancient history.

There is increasing evidence² that the study of classical subjects helps to:

- **Raise pupils' aspirations and achievement.** Widening access to classical subjects can improve social mobility giving pupils the confidence and skills to progress to higher education.
- **Improve grammatical understanding and communication skills,** enriching pupils' vocabulary by helping them to decode unfamiliar words.
- **Enhance the learning of Modern Foreign Languages,** familiarising pupils with linguistic structures and patterns that make them more confident language users.
- **Build cultural capital.** Learning about classical history, literature and ideas enhances young people's cultural understanding, giving them new perspectives and reference points.



The majority of findings support the claim that Latin helps with vocabulary, comprehension and reading development for English-speaking pupils. The specific impacts on Special Educational Needs pupils and in socio-economically challenging areas are particularly noteworthy.

Bracke & Bradshaw, 2017: 7

¹ Bridge Group, 2017. "Understanding Impact. A Report for: Classics for All"

² Bracke, E. & Bradshaw, C. 2017. "The impact of learning Latin on school pupils: a review of existing data" *The Language Learning Journal*. 1-11.

The Challenge

Following education reform, the teaching of classics was in sharp decline in UK state schools from the 1970s.

In 2010, researchers estimated that classical subjects were taught in only 25% of UK state schools compared with 75% of independent schools. Consequently, the majority of pupils studying classics at GCSE or A level were privately educated.

Restoring classics to state schools remains a challenge. Issues include a shortage of qualified teachers, a crowded curriculum and the enduring myth that the study of classics is only for a privileged few.

Despite these barriers, the picture is changing. With the support of Classics for All and its partners, interest in classical subjects is growing rapidly in both primary and secondary schools, with classical civilisation and Latin enjoying a marked resurgence in the state sector.

Classics for All has learned that the following approaches are key to reviving classics sustainably in state schools:

- **Training for non-specialists.** We do not pay teachers' salaries. In schools with no classics specialists, we often train serving English, Modern Foreign Languages or history teachers. We ensure that there is support from senior school leaders for classics and integrate one or more classical subjects gradually into curriculum planning.
- **Ongoing regional support.** Our 16 low cost regional networks, often based in universities, offer schools ongoing training and support, helping to encourage sustainability.
- **Early Intervention.** Increasing take-up of classical subjects, including ancient languages, in primary schools stimulates pupils' interest and generates demand for these subjects at secondary school.

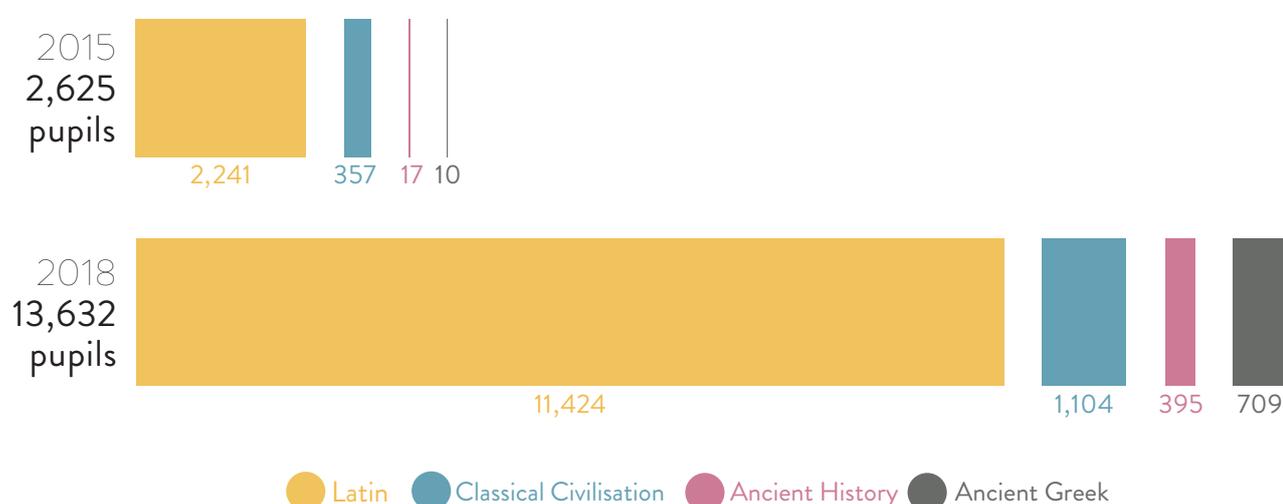
Thanks to the enthusiasm of local teachers we are reaching areas in which socio-economic deprivation can limit the life chances of young people. Their engagement with the network shows that classics can be for all and I sincerely believe that the discipline will be all the richer for their contribution.

Dr Polly Stoker, Coordinator for Birmingham and West Midlands Classics Network



Our Growth

The number of pupils learning classics by subject area in Classics for All supported schools, 2015 and 2018.



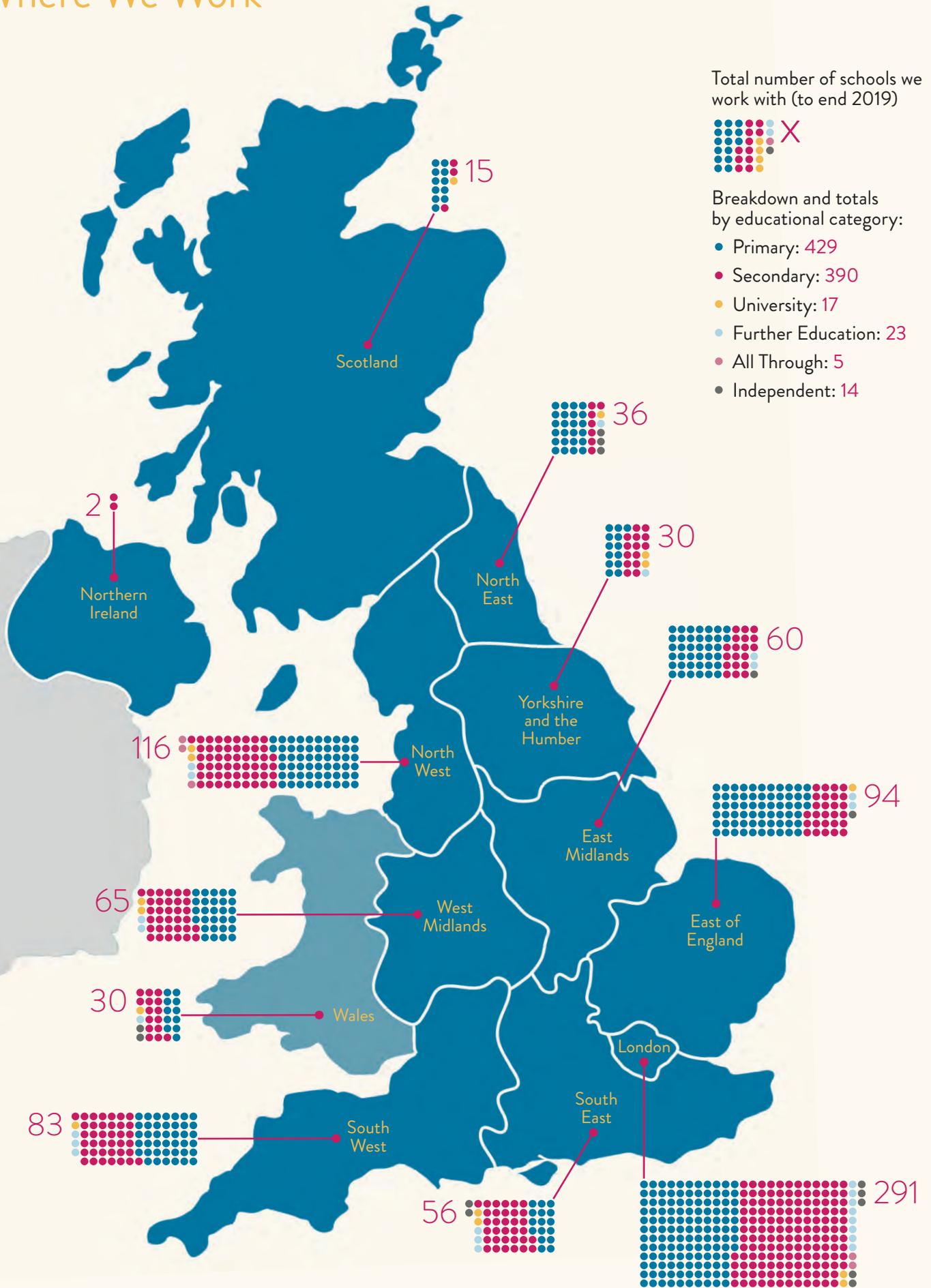
Where We Work

Total number of schools we work with (to end 2019)



Breakdown and totals by educational category:

- Primary: 429
- Secondary: 390
- University: 17
- Further Education: 23
- All Through: 5
- Independent: 14



How We Effect Change

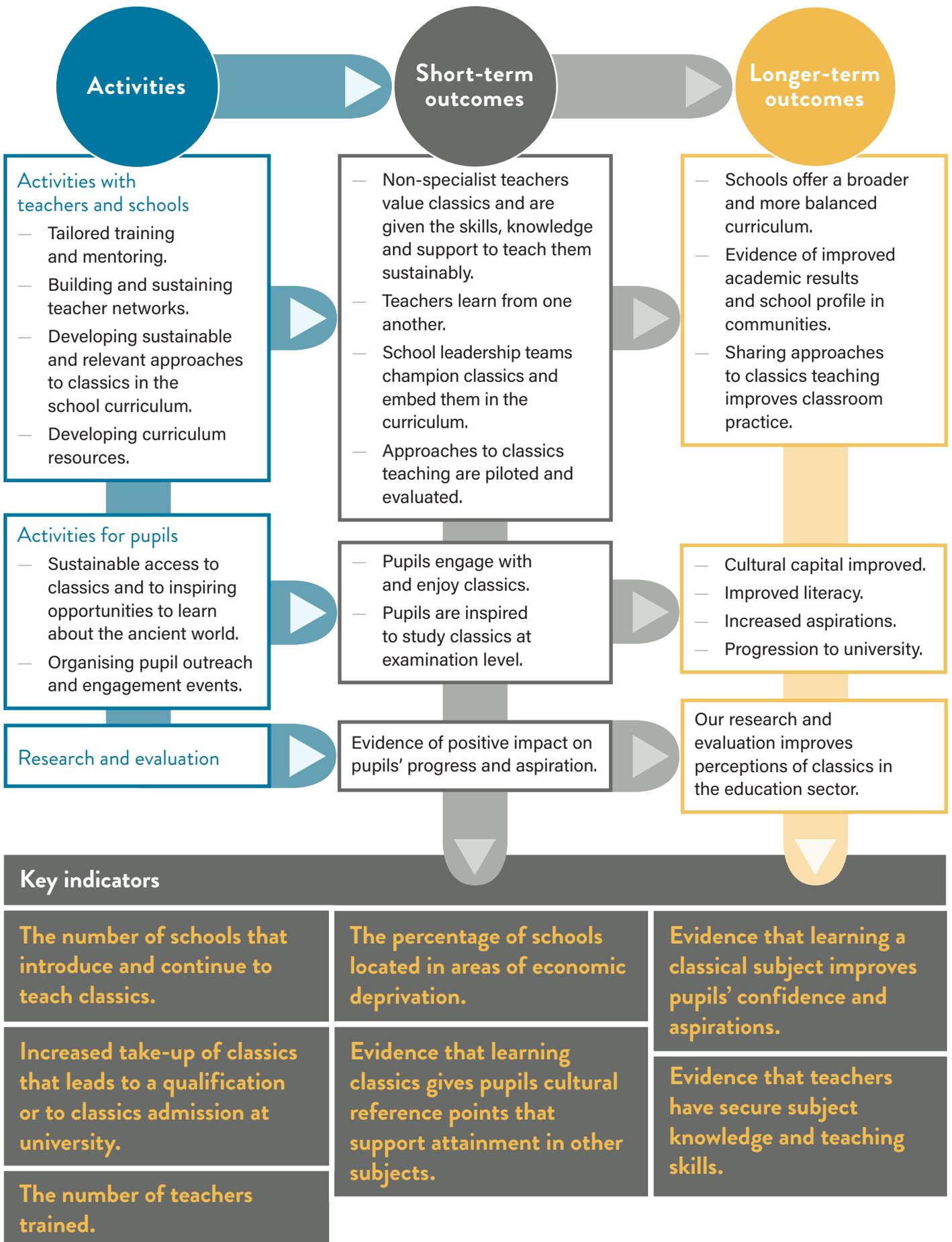




Photo: ©VanessaChampion.co.uk



Latin has taught me a lot about different cultures and history. It has been interesting to link English words with their Latin roots and this has improved my English and Spanish.

Secondary pupil at Chew Valley School, near Bristol

Our Impact Pupils

To date we have offered over 55,000 young people aged 7-18 opportunities to study the ancient world either as part of the school curriculum or enrichment activity. A growing number of pupils supported by Classics for All are now studying classics at examination level or at university.

Evidence from evaluation suggest that exposure to classics has many positive benefits for pupils' literacy and cultural awareness as well as raising their aspirations.



Studying ancient literature, particularly Homer, made me realise I wanted to study classics at university. Coming to university has shown how incredible it is that I have had the opportunity to study Greek at a state school.

Former pupil, Camden School for Girls, London



Percentage of pupils reporting that learning Latin has a positive impact on literacy and attainment in other subjects.

According to school surveys, of pupils studying Latin:



80% exceeded targets in Modern Foreign Languages



71% reported a better understanding of grammar



78% reported having a larger vocabulary

Case Study Kelmscott School in Walthamstow

Kelmscott School is located in an area of significant social and economic disadvantage. 47% of pupils speak English as an Additional Language. Following sustained support from Classics for All, Kelmscott School now has a thriving classics department.

Latin is taught on the timetable throughout the school and pupils attend extra-curricular classical talks and visit classics departments in leading universities.

Two groups of pupils have taken Latin GCSE and 34 pupils in Year 8 now study Ancient Greek.

We have raised aspirations and offered pupils a route to better universities by levelling the playing field.



David Hogg, teacher of Latin, Kelmscott School, Walthamstow



Teaching classics has changed my experience of teaching. After eight years of English teaching, it's been great to learn something new.

English and classics teacher at Beauchamp College, Leicester

Our Impact Teachers

We offer teachers training and mentoring to introduce classics in school, regardless of their original subject specialism.

We do this in partnership with 16 regional classics networks, which offer ongoing support and advice, largely based in Russell Group universities.

As a result, non-specialist teachers are given the skills, knowledge and support to teach classics sustainably. They are encouraged to learn from one another and to test and evaluate new approaches to classics teaching that enrich the curriculum.

Many teachers supported by Classics for All also talk about the ways in which teaching a classical subject has inspired them and supported their teaching of other subjects including English.

The number of teachers, since 2011, trained by Classics for All to teach a classical subject alongside their main subject specialism.



Percentage of teachers who say that training has given them the confidence to teach classics.

I honestly don't think I would be teaching, were it not for the opportunity to develop my skills in classics. I can now pass this gift on to pupils.



Teacher, Bridge Group Report, 2017

Case Study St Matthew's Primary in Birmingham

St Matthew's Church of England Primary is situated in the Nechells area of inner-city Birmingham, the 5th most deprived ward in the UK.

79% of pupils are eligible for Free School Meals and the majority of pupils do not speak English as a first language. The school's leadership team is striving to ensure that the curriculum St Matthew's offers its pupils is on a par with, if not better than, any school in any area. As part of this vision, Latin is now the school's language of choice for study at Key Stage 2 in order to support pupils' literacy skills and enhance their cultural capital.

In September 2018, Classics for All trained 11 teachers to introduce Latin at Key Stage 2. Given the success of

Latin with pupils in Years 3 and 4, by September 2020 all pupils from Years 3-6 will be studying Latin each week on the curriculum.



Our children have really enjoyed learning Latin in this first year of the project and we would like to sustain the momentum into 2019/20 by making sure that all of our teachers are trained and ready to deliver the course.

Headteacher, St Matthew's Primary School, Birmingham



I used to think I wouldn't fit in at Oxford, particularly from a class perspective, but it is important to challenge barriers. I now have a place to study classics at Wadham College.

Emily Warnham, pupil at Bishop Thomas Grant School, London

Our Impact Schools

We support accessible approaches to classics teaching in schools. We encourage school leadership teams to make classics a permanent part of the school timetable, building pupils' cultural awareness and enriching the curriculum.

Testimony from headteachers also suggests that teaching classics on the curriculum improves pupils' attainment and enhances the reputation of schools, particularly those in areas of low social mobility.



If you're reviewing your curriculum then you might consider introducing Latin. We've been doing this since September and are beginning to see significant benefits in terms of language development and cultural literacy.

Deputy Headteacher, Stanley Road Primary School, Oldham



Number of **primary** and **secondary** schools that have introduced or developed classical subjects with support from Classics for All.



Percentage of those schools with higher than average Free School Meals.



Average percentage of pupils eligible for Free School Meals in schools supported by Classics for All.



National average percentage of pupils eligible for Free School Meals.

Case Study Blackpool Sixth Form College

In 2012, Blackpool teacher Peter Wright introduced classics A Level to a college serving pupils in an area of high economic poverty.

Prior to this, there had been no Russell Group university applicants from local schools. In 2018, two pupils from Blackpool Sixth Form College won places at Oxbridge to study classics and many more at other Russell Group universities.

The College now runs the Blackpool Classics Network and has introduced classics in ten primary and three secondary schools with very high levels of Free School Meals.

Teachers report a positive impact on pupils' reading, writing, and perhaps more importantly on their confidence and aspiration.

Our Approach

We offer teachers flexible support to introduce or develop a classical subject sustainably on the curriculum.

While some schools come to us for support, we also work with our regional classics networks to target schools in areas of low social mobility. This ensures that pupils in schools with no tradition of classics benefit from the programme.

Support from Classics for All has given us the opportunity to be brave and bold, to do something different with our pupils. This will enable them to gain cultural capital and open doors that may have been previously closed to them.

Assistant Headteacher, Stoke Park School, Coventry



Our Key Activities

Continuing Professional Development

- We support teachers, often non-specialists, to introduce or develop classical subjects in their schools.
- We have trained over 2,400 teachers to teach a classical subject.
- We have established teacher training initiatives in five colleges and schools in Scotland and England to address the shortage of classics teachers.

Developing new approaches to classics teaching

- We develop stimulating resources for teaching classics and ancient languages in primary and secondary schools.
- We work with cultural institutions, including Museum of London Archaeology, to increase pupils' interest in the ancient world.

Ongoing support and mentoring

- We have created 16 regional classics networks in universities and schools across the UK where classics teachers can seek free ongoing support.
- We have developed partnerships with 20 independent schools including Harrow and Bristol Grammar School to mentor and advise colleagues in state schools.

Advocacy

- We make an evidence-based case for classics with state schools, policymakers and donors.

Research and evaluation

- We review data from schools to improve our services and commission research into the impact of classics on pupils' aspiration and attainment.

Studying Latin had impacted positively on pupils' feelings of self-efficacy: on their beliefs about their capabilities to perform highly and to help determine their futures, especially in relation to university progression.

Bridge Group Report, 2017



Future Priorities

By 2025 we aim to:

- Support at least 1,500 state schools and 5,000 teachers to teach classics sustainably, largely as part of the school curriculum.
- Reach 100,000 pupils. Our data will show that 40% of schools supported are in areas of significant social and economic disadvantage.
- Undertake further studies of the impact of classics on pupils’ aspirations, enjoyment and attainment.
- Develop the level of support for schools by building our 16 regional classics networks and securing regional funding to expand their activities.



The students’ overriding reaction was of enjoyment, engagement and thirst to learn more. They were fascinated by the links between Greek and their own languages – and very often English as an Additional Language students found themselves excelling through having a knowledge of a similar alphabet system or knowing cognates.

Angela Dix, teacher at Parkside Community College in Cambridge

Fundraising

To achieve our objectives and meet growing demand from schools we need to increase our income from £650k in 2019 to £850k per year by 2025. Without this, hundreds of state schools will be deprived of the opportunity to study classics.

The cost of starting up a classics subject in a school is around £3k. In order to reach 1,500 schools and 5,000 teachers by 2025 we need to increase the capacity of our regional classics networks. This will help us to reach new schools and support those that already benefit from the programme.

Donation Income 2010–2019



The Financial Picture

To date, we have:

- Raised nearly £3.5m from donors, including £790k from 33 trusts and foundations.
- Raised over £300k in kind or cash from partners (mainly universities).
- Achieved significant and sustainable impact at low cost – roughly £3k per school.

Our Growth from 2017–2019

Since 2017 we have had particularly challenging fundraising targets to keep up with rising demand from schools, the costs of developing regional classics networks and building the capacity to manage a growing programme. Our donors responded to this challenge and our turnover grew 44% in three years, from £451k to £650k.

As we brought in additional programme and fundraising support, we have managed our reserves to allow for fluctuations in expenditure.

Sources of Funds and Expenditure 2019

Source of funds (£650k in 2019)



Expenditure (£679k in 2019)



We receive no government funding and raise funds each year from individuals and trusts and foundations. It is only thanks to their donations that we are able to offer free support to state primary and secondary schools.

As part of our fundraising expenditure, we offer public talks and lectures, and private events for our Lawyers Group members (a loyal group of supporters in the legal world which contributes over £27k to the charity each year). In addition, our Chairman, Geoffrey de Jager, hosts galas and events to thank our existing donors and introduce us to potential new supporters.

We are grateful to each of the trusts and foundations who have supported us, and acknowledge here those which have donated £10k or over to Classics for All over the past ten years:

The A. G. Leventis Foundation, The Anglo-Hellenic League, The Basil Samuel Charitable Trust, The Binks Trust, Drapers' Charitable Fund, EF Education First, The Foyle Foundation, Friends of Classics, The Garfield Weston Foundation, Gatsby Charitable Foundation, Goldman Sachs Gives UK, The Hobson Foundation for Classical Studies, The Hugh Fraser Foundation, John Coates Charitable Trust, The John S Cohen Foundation, The Linbury Trust, Mercers' Charitable Trust, National Lottery Heritage Fund, The Polonsky Foundation, The Rank Foundation, The Reed Educational Trust, The Rushworth Foundation, The Sackler Trust, Stanley Foundation Limited, The Staples Trust, The Troy Trust, The Waterloo Foundation, Wates Foundation and others who wish to remain anonymous.

Acknowledgements

We would like to thank our generous individual donors from the past decade who have been instrumental to our success, particularly Geoffrey and Caroline de Jager, our most generous givers. We thank:

Mr Robin John Angus (in memory of Alexander Nicol, Head of Classics at Forres Academy 1929-1966), Mr Nicholas Barber CBE, Mr Roger Barnes, Mr Dimitri Chandris, Mr Christopher A Clarke, Sir Anthony Cleaver, Mrs Jeannie Cohen, Mr Noel De Keyzer, Justin and Emma Dowley, Matti and Nicholas* Egon, Sir Gerald* and Lady Elliot, J Paul Getty Jr Charitable Trust, Mr Stephen Gosztony, Sir Ronald Hobson KCVO*, Mr Edward Hocknell, Sir Francis Jacobs, Dr Peter Jones MBE, Ian and Caroline Laing, Mr Matthew Lindsey-Clark, The Loveday Charitable Trust, The Stuart and Ellen Lyons Charitable Trust, Mr Philip Miles, Dr Sylvia Moody*, Sir Jeremy Morse*, The Henry Oldfield Trust, Mr Christian Parker, Mr & Mrs JA Pye's Charitable Settlement, Mr Graham Shaw, Mr Jeremy Sillem, Tessa Smith, Statham Family Charitable Trust and those who choose to remain anonymous.

** Since deceased*

We also acknowledge the support of those who served during our patrons programme 2010-2017:

Dame Mary Beard, Lord Butler of Brockwell, Professor Paul Cartledge, Lord Dyson, Professor Pat Easterling, Rt Hon Sir Michael Fallon MP, Lord Faulkner of Worcester, Tony Harrison, Natalie Haynes, Charlotte Higgins, Ian Hislop, Tom Holland, Bettany Hughes, Professor Richard Jenkyns, Rt Hon Boris Johnson MP, Martha Kearney, Joanna Lumley OBE FRGS, Stuart Lyons CBE, Professor Christopher Pelling, Lord Stevenson of Coddanham CBE and Sir Tom Stoppard CBE.

Who's Who at Classics For All

Trustees

Geoffrey de Jager, Chairman
Christopher A Clarke, Hon Treasurer
Carolyn Foreman
Marion Gibbs CBE
Deborah Hughes
Sir Rupert Jackson
Professor David Langslow
Matthew Lindsey-Clark
Jimmy Mulville
Dr Mai Musié
Professor Michael Scott

Honorary President

Nicholas Barber CBE

Advisers

Jeannie Cohen
Dr Peter Jones MBE

Staff

Jules Mann, Executive Director
Hilary Hodgson, Programme Director
Charlie Andrew, Training
and Resources Manager
Sacha Glasgow-Smith, Senior
Philanthropy Manager
Tom Ingram, Administrator
Augusta Ivory-Peters,
Programme Officer

Lawyers Group Steering Committee

Sir Rupert Jackson, Chairman
William Arnold
Andrew Butler QC
Davina Given
Sir Francis Jacobs KCMG QC
Dr Frederick Mostert
Jonathan Rushworth
Sir David Wootton

Development Committee

Matthew Lindsey-Clark, Chairman
Professor Armand D'Angour
Nicholas Barber CBE
Professor Paul Cartledge
Gill Clark
Christopher A Clarke
Geoffrey de Jager
Noel De Keyzer
Sir Francis Jacobs KCMG QC
Justin Rushbrooke QC



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YouTube [classicsforall](https://www.youtube.com/classicsforall)



Who's who at Classics for All (December 2020)

Trustees

Jimmy Mulville, Interim Chairman
Matthew Lindsey-Clark, Hon Treasurer
Christopher A Clarke
Geoffrey de Jager
Marion Gibbs CBE
Deborah Hughes
Sir Rupert Jackson
Professor David Langslow
Dr Mai Musié
Professor Michael Scott

Honorary President

Nicholas Barber CBE

Advisers

Jeannie Cohen
Dr Peter Jones MBE

Staff

Jules Mann, Executive Director
Hilary Hodgson, Programme Director
Charlie Andrew,
Training and Resources Manager
Sacha Glasgow-Smith,
Senior Philanthropy Manager
(on maternity leave 20-21)
Tom Ingram, Programme Officer
Alice Parr, Administrator

Development Committee

Matthew Lindsey-Clark, Chairman
Professor Armand D'Angour
Nicholas Barber CBE
Rosemary Baylis-West
Professor Paul Cartledge
Gill Clark
Christopher A Clarke
Noel De Keyzer
Sir Francis Jacobs KCMG QC
Justin Rushbrooke QC

Lawyers Group Steering Committee

Sir Rupert Jackson, Chairman
William Arnold
Andrew Butler QC
Rebecca Cattermole
Davina Given
Sir Francis Jacobs KCMG QC
Mohan Rao
Jonathan Rushworth
Lord Justice Rabinder Singh
Sir David Wootton

Event Planning Group

Ian Macfarlane, Chairman
Nicholas Barber CBE
Christopher Bond
Christopher A Clarke
Catherine Heath
Noel De Keyzer
Henry King QC
Wendy Philips

TRUSTEE ROLE DESCRIPTION - Classics for All

Overall Purpose

The Board of Trustees is responsible for the overall governance and strategic direction of Classics for All, developing the organisation's aims, objectives and goals in accordance with our governing documents, and legal and regulatory guidelines.

Although the day-to-day running of Classics for All is delegated to the Executive Director and Programme Director, the ultimate responsibility for every aspect of company operation lies with the Board of Trustees. Our trustees also act as company directors, and have legal, financial and fiduciary duties under company and charity law. They are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Trustees serve as volunteers, and receive no payment for their work. We do, however, reimburse all reasonable out-of-pocket expenses incurred to attend meetings.

Main Responsibilities

The responsibilities of a trustee are to:

- ensure that CfA complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations;
- ensure that CfA pursues its objects as defined in its governing document;
- ensure CfA applies its resources exclusively in pursuance of its objects, ie it must not spend money on activities which are not included in the objects, however worthwhile they may be
- ensure CfA's finances are managed effectively through:
 - appropriate internal financial controls;
 - budget setting and reporting;
 - protecting Classics for All's funds and assets;
 - oversight and endorsement of planned expenditure.
- contribute actively to the board of trustees' role in giving firm strategic direction to CfA, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- safeguard the good name and values of CfA;
- appoint and support the Executive Director and Programme Director and monitor their performance;
- take appropriate professional advice in all matters where there may be a material risk to Classics for All, or where the trustees may be in breach of their duties.

Main Duties

- Ensuring Classics for All complies with legislative and regulatory requirements, and acts within the confines of its Memorandum and Articles of Association and governing documents;
- Promoting and developing Classics for All in order for it to grow and maintain its relevance to society;
- Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the organisations' objects, and investment activities meet accepted standards and policies;
- Monitoring the work of senior paid staff and volunteers;
- Ensuring the effective and efficient administration of Classics for All and its resources;
- Maintaining absolute confidentiality about all sensitive/confidential information received in carrying out responsibilities and duties to Classics for All;
- Attending Board meetings (held approximately every quarter, usually in central London);
- Representing Classics for All in negotiations with donors, funders and other stakeholders where appropriate;
- Representing Classics for All in the media when appropriate, and at relevant functions and events;
- Acting as an advocate for Classics for All generally.

In addition to the above duties, trustees are expected to use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve scrutinising documents, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other areas in which individual trustees have special expertise.

Terms of Reference

- To act with integrity and avoid any personal conflict of interest;
- To act in the best interest of Classics for All, our beneficiaries and future beneficiaries at all times.
- To adhere to the Nolan principles of governance

Code of Conduct

See separate document, to be signed on appointment and kept on our governance register.

Accountability

As trustees are responsible and liable for the governance and functioning of Classics for All, they are accountable in varying degrees to a variety of stakeholders, including our service users, donors and funders, the Charity Commission, Companies House, and others.

Further general information on the role of trustees in charitable organisations is available at <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

All Trustees will agree to undergo a thorough induction upon appointment to remain alert to, and aware of, their duties and responsibilities, and of the environment in which they operate.

PERSON SPECIFICATION

The Person Specification should be read in conjunction with the Role Description. Trustees will require:

- The specific skills required by Classics for All at the time of recruitment;
- An enthusiasm for Classics;
- Commitment to the aims and objectives of Classics for All;
- Excellent communication and interpersonal skills;
- Analytical ability and good independent judgement;
- Capacity for clear, creative and strategic thinking and vision;
- A willingness to speak their mind, within a democratic environment;
- Understanding and acceptance of the role of a Board of Trustees for a charity, including the legal duties, responsibilities and liabilities of Trusteeship;
- An ability to work as a member of the team whilst contributing an independent perspective;
- A willingness and ability to devote the necessary time and effort to attend Board meetings, including preparing and reading for those meetings, and to participate in the effective governance and management of the Charity;
- Commitment to Equal Opportunities;
- Eligibility. Some people are disqualified by law from acting as trustees, including:
 - i) anyone who has an unspent conviction for an offence involving deception or dishonesty;
 - ii) anyone who is an undischarged bankrupt;
 - iii) anyone who has been removed from the trusteeship of a charity by the Courts or Charity Commission for misconduct or mismanagement;
 - iv) anyone who is disqualified from being a company director under the Company Directors Disqualification Act 1986.
 - v) All trustees will be required to sign a declaration that they are not disqualified.

TERMS OF APPOINTMENT

- Trustee appointments will be reviewed annually, and newly-inducted trustees should expect to serve for at least 3 years, though this can be adjusted if agreed by the Board of Trustees. Further 1-3 year terms are renewable at the discretion of the Board.
- You will be required to attend 3-4 Board meetings, and 3-4 other meetings and events. You should therefore be able to commit up to approximately 7 days a year.
- Whilst the role is unpaid, reasonable expenses are payable in line with Classics for All's Expenses Policy.