



CATERHAM  
SCHOOL

# Appointment of Trustees







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# INTRODUCTION

Caterham School was named as Times Educational Supplement Independent School of the Year in 2023 and is a UK-leading co-educational day and boarding school. We are a high achieving, ambitious and caring community. Our top academic results are testament to our uniquely supportive community and the inspiring teaching that is Caterham's hallmark. Our pupils progress to top UK and global universities, including Oxbridge, Russell Group and G5 universities, in addition to securing sought after professional degree apprenticeships.

Caterham School is a global academic innovator ensuring young people are prepared with skills to thrive in a rapidly changing world, alongside their first-class academic education. Our unique EDGE digital and innovation curriculum runs from ages 4 to 18 years and ensures Caterhamians leave school with a skill set which includes entrepreneurial, digital and problem-solving skills alongside the top grades that open doors of opportunity for them. Caterham is recognised as an EdTech 50 and an Apple Distinguished School. Our EdTech company, Sphinx AI, develops products to enhance pupil experience and educational outcomes for pupils beyond Caterham.

Wellbeing is a foundational feature of our school – creating an ambitious and high achieving culture in which individuals are taught to be emotionally literate through our bespoke Wellbeing curriculum is one of Caterham's particular qualities. We were the first UK school to have our pastoral care and wellbeing audited by the National Children's Bureau and subsequently awarded the Wellbeing Award for Schools. Access and Diversity is important to us – we work with the Royal National Children's Springboard Foundation which places children on the age of the care system into schools. We are also the only independent school in the country to have an established 'next-generation' Shadow Board.

A key purpose of Caterham is to improve education across our area, well beyond our campus. We are founders of the East Surrey Learning Partnership (ESLP) a partnership between local state-maintained schools which breaks the traditional mold of 'outreach' by listening and responding as equal partners. More than offering facilities, the ESLP shares teacher training, enables transport, enriches curriculum and opens co-curricular clubs, including Young Medics, to partnership school pupils and our Saturday Plus weekend programme supporting Pupil Premium children's access to selective independent and grammar schools. We are also a key sponsor of the London Academy of Excellence based in the London Borough of Newham.

Our Prep and Senior schools are set in the beautiful Harestone Valley where we educate close to 1,300 pupils in excellent facilities. Our stunning 200-acre countryside campus includes our own woodland, high ropes course and outdoor learning centre. A focus on sustainability and the environment is woven into everyday life at the school as well as through special projects such as our school woodland restoration project and bee hives, cared for by our pupil and staff beekeeping team.

Caterham is committed to creating an environment in which all pupils are encouraged to be themselves, challenged to be their best and one in which well-being and care underpin academic, co-curricular and sporting excellence.





## Our People

Our School is led by a dynamic team:

### Monisha Shah - Chair of Trustees

Monisha is a media professional with experience of broadcast and digital media. Her current Board appointments include Ofcom's Content Board and the Office for Students, the Higher Education regulator for England. She is the senior independent member (Chair) of the Arts and Humanities Research Council (UKRI) and also Chair of the Queen's Counsel Appointments Panel. In a voluntary capacity, she serves as trustee of the Art Fund and chairs Wikimedia UK. In previous roles, she has served as trustee of Tate, National Gallery, Foundling Museum and the Donmar Warehouse. She was also Chair of Rose Bruford College of Theatre and Performance for 6 years. In December 2015, Monisha was invited by the Prime Minister to join the Committee on Standards in Public Life. Her last executive role was at BBC Worldwide, where she worked for 10 years before stepping down in 2010. Monisha has a post-graduate degree from SOAS, an executive MBA from the London Business School and was elected Young Global Leader by the World Economic Forum.

### Ceri Jones - Headmaster

Ceri read History at Cambridge and has been Headmaster at Caterham since 2015. He was previously Second Master at Tonbridge School and also the Principal of The Marsh Academy, a large non-selective academy in Kent. In 2015 he was awarded a Distinction by the University of Buckingham for his Masters in Educational Leadership and he co-founded an educational charity, the Accelerate and Access Foundation, which supports bright pupils from disadvantaged backgrounds to apply to top ranking universities based on a model of collaboration between state schools, independent schools and universities that is unique in the UK. Ceri is a Governor of the London Academy of Excellence and a number of local primary and prep schools. He writes and speaks regularly on the topics of school leadership, school partnerships, AI in education and Digital Literacy.

### Ben Purkiss - Prep Headmaster

A graduate from University of Wales with a BSc in Ocean Science (specialism in Geophysics), Ben was appointed Headmaster of the Prep School in April 2019. He is an ISI Inspector, was the Deputy Head at St Bede's Prep School and has previous experience as a Director of Studies, Head of Boarding, Housemaster and Head of Science.







### **Other key members of our team**

#### **Suri Araniyasundaran - Bursar and Clerk to the Trustees**

A Fellow of the Association of the Institute of Chartered Accountants, Suri has nearly 30 years of experience in a Educational environment undertaking similar roles. Suri is responsible for the professional services teams at the School and is the clerk to the Trustees.

#### **Daniel Gabriele - Principal Deputy Head**

An English graduate from Oxford, Dan's previous roles include Housemaster at Eton and Head of Sixth Form at Brighton College. As the School's compliance lead, he successfully navigated Caterham through an outstanding ISI Inspection in 2019.

#### **Sarah Griffiths - Deputy Head Pastoral & Wellbeing**

After graduating in Mathematical Sciences from Oxford, Sarah progressed her career at Stowe School and Dulwich College. She is a major figure in the national movement to promote wellbeing in education and regularly speaks at conferences. She led Caterham to be awarded the prestigious 'Wellbeing Award for Schools' earlier this year.





## THE ROLES

This is an exciting time to join the Board of Trustees at Caterham and participate in shaping the School's future direction and strategy with inspirational guidance and advice. We are looking for those who believe in our values and want to play a part in developing our priorities including widening the School's horizons, supporting its aspirational bursary programme and partnering with the local community whilst always maintaining the highest academic standards, support and opportunities for our pupils.

We are looking to appoint up to five visionary trustees to join the Board and support our vibrant community of teaching and professional staff. Having undertaken a review of the skills on the Board, we have identified that this search should focus on those with experience in the following areas: finance, marketing, sustainability, fundraising, partnerships and capital projects.

## Key responsibilities

The trustees, both as a group and as individuals, are responsible for the overall governance and strategic direction of Caterham School, in accordance with the school's Articles of Association and with legal and regulatory guidelines.

Trustees have a number of statutory duties, which are:

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations;
- To ensure that the organisation pursues its objects as defined in its governing document;
- To ensure the organisation uses its resources exclusively in pursuance of its objects for the benefit of the public;
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, goals and targets and evaluating performance against agreed goals and targets;
- To safeguard the reputation and values of the organisation;
- To ensure the effective and efficient administration of the organisation including having appropriate policies and procedures in place;
- To ensure the financial resilience and stability of the organisation;
- To protect and manage the assets of the charity and to ensure the proper investment of the charity's funds;
- To follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive (Headmaster);
- In addition, the trustees of a school have a responsibility over safeguarding of pupils.





# PERSON SPECIFICATION

## Skills and Experience

For all trustees we are looking for someone who brings all or most of the following:

- Is committed to the School and has sufficient time and willingness to contribute effectively to Board proceedings;
- Has experience and an understanding of strategy development;
- Is able to work effectively as a member of a team;
- Is willing to speak up and can remain independent of any influence from another organisation or individual;
- Has a reasonable level of understanding of legal, financial, audit and other regulatory requirements of a school and a charity;
- Is able to make quick and sound decisions based on an analysis of information presented to them;
- Is aware of developments in the education and charity sectors and areas of interest to the School;
- Has a passion for education;
- Can evaluate risks with a balanced and informed approach;
- Is committed to the Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

We welcome applications from all backgrounds.





# TERMS OF APPOINTMENT

- Board meetings take place four times per year, lasting up to four hours.
- Trustees also sit on a variety of sub-committees depending on their skills, experience and interests. Typically, each trustee sits on one or two sub-committees, representing an additional commitment of between three and eight hours of meetings each year.
- Trustees are encouraged to become as involved in the life of the School as possible, attending events including plays and concerts.
- Outside of Board and committee meetings, staff may seek to consult with trustees on particular subjects.
- The role is unpaid, however reasonable expenses are paid in line with the School's expenses policy.
- The Board consists of 13 trustees currently. Each trustee serves a term of three years which, under normal circumstances, can be renewed twice. Training and induction is provided to all trustees and is tailored depending upon their background and experience.
- Caterham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers for paid or voluntary roles are subject to an enhanced DBS check.





# HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to Caterham School on this appointment.

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code **FBLGA**. Click on the 'apply' button and follow the instructions to upload a CV and cover letter.

The closing date for applications is noon on **Friday 5<sup>th</sup> January 2024**.

## 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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