



CATERHAM  
SCHOOL

# Appointment of Trustees

November 2019



Saxton Bampfylde





# CONTENTS

1. Introduction
2. The role
3. Person specification
4. Terms of appointment
5. How to apply

INSPIRING  
EDUCATION FOR  
LIFE

# INTRODUCTION

Caterham School is one of the leading co-educational HMC schools in the country, situated on 200 acres in the beautiful, wooded Harestone Valley. We want our pupils to leave Caterham well equipped for a global future, engaging positively with a rapidly changing world as accomplished problem solvers, innovators and users of technology, confident in their ability to lead and with a clear appreciation of and respect for the views and potential of others. Founded in 1811, it was created as a school to support liberal Christian values and we remain true to our founding values and ethos. Supported by the Caterham Foundation, Old Caterhamians and a vibrant Parents Association, we maintain close links with the United Reformed Church and our local community.

Our Prep and Senior schools are set in the beautiful Caterham Valley where we educate close to 1,300 pupils in excellent facilities. We focus on developing the whole person, aiming to ensure that each pupil is ready for the challenges of life at university and beyond and understanding their responsibilities towards others. We are committed to providing an environment in which all pupils are challenged to be the best they can be and one in which pastoral care and well-being underpin academic, co-curricular and sporting excellence. The majority of our pupils are day pupils but we are also a thriving boarding community, which enriches the educational opportunity and experience for all.

At its recent ISI inspection, the quality of the pupils' academic and other achievements was graded as 'excellent' as was the quality of the pupils' personal achievements. Caterham was recognised as a school where 'pupils thrive in an environment which is safe and supportive, which promotes positive attitudes towards a healthy lifestyle, both in physical and emotional terms.'

Learning how to learn is a key facet of a Caterham education and is in our view an essential skill for life in the twenty-first century. We believe that a truly excellent school is about more than academic achievement alone: it is also about developing a passion for learning, a capacity for independent and critical thinking, self-awareness and resilience, self-confidence without arrogance and genuine interests that extend beyond the confines of the classroom.





All round the campus you will see signs of our confidence in the future with our modern Sports Centre and all-weather pitch and state of the art IT facilities. In 2013 we added two more science labs to bring the total to fifteen. In 2015 we extended our Centre for the Performing Arts, which now has two theatres, a dance studio and a recording studio. In 2017 we built a new sports pavilion with eight changing rooms and a large social area at our Hill Fields site.

Caterham School enjoys an enviable reputation for producing highly successful individual and team performances in a wide range of sports. Excellence is pursued wholeheartedly (with many pupils achieving county, national and international representative honours), but the aim is also to cater for every pupil, at his or her own level of ability and enthusiasm.

The co-curricular programme is extensive and covers a wide range of activities including, but not limited to: music, drama, dance, Duke of Edinburgh, languages, circus club, science, outdoor pursuits, go-karting, kit car club, chess and Warhammer.

## Our People

Our School is led by a dynamic team

### Ian Edwards - Chairman of Trustees

Ian was educated at Caterham and studied Mathematics at Southampton University. After a 12-year career with Arthur Andersen, where he qualified as a Chartered Accountant, Ian moved into senior management with the retail group headed by Kingfisher plc. Since retiring from his 21-year career in the Kingfisher group, Ian now has a portfolio of roles including Chairman of Trustees for the Comet Pension Scheme. He has been a member of the Caterham Board since 2009 and appointed Chairman in September 2019.

### Ceri Jones - Headmaster

Ceri read History at Cambridge and has been Headmaster at Caterham since 2015 having also served as a Housemaster and as Head of History at Caterham between 1996 and 2004. 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.

### 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**

### **Angela Higgs - Bursar and Clerk to the Trustees**

An Economics graduate from the London School of Economics and Fellow of the Institute of Chartered Accountants, Angela has nearly 20 years of experience as a Bursar in addition to her time spent with KPMG and Great Ormond Street Hospital Children's Charity.

### **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.

### **Adam Webster - Deputy Head Innovation**

Graduating from Oxford with a degree in English, Adam now focusses on developing the use of technology in the classroom. He has overseen the deployment of a 1:1 iPad scheme and steered Caterham to be recognised as an Apple Distinguished School. His primary role is to ensure that pupils can use technology in innovative and creative ways to prepare them for the next phases of their lives.





# 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 three 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 the experience in the following three areas:

## **Honorary Treasurer**

The Honorary Treasurer would be expected to Chair the Finance and General Purposes Committee which meets four times per year, to attend the planning and final review meetings with the School's auditor, and be a member of the Strategy Committee which meets once or twice per year.

## **Legal Trustee**

The Legal Trustee would be expected to Chair the Compliance Committee and Chair or attend the Welfare, Child Protection and Safeguarding Committee, both of which meet three times per year.

## **Strategic / Commercial Trustee**

The Commercial Trustee would be expected to sit on one or two sub-committees depending on their skills, experience and interests.

## 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.

In addition to the above, the following specific requirements are desirable for each of the three roles:

### Honorary Treasurer

- A qualified accountant
- Advanced financial acumen with expertise in complex financial matters and financial risk
- Experience in a leadership role

### Legal Trustee

- A qualified and practicing lawyer
- Expertise in education law, regulatory compliance, with a knowledge and understanding of the Independent School Standards Regulations, child protection and safeguarding would be valuable, but not essential

### Strategy / Commercial Trustee

- Expertise in corporate strategy
- Experience with global commercial development

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 10 to 14 trustees at any time. 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 BAKIC.

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 10<sup>th</sup> December 2019**.

*\* 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.*

## **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.





# Saxton Bampfylde

**Saxton Bampfylde**  
**LONDON**  
9 Savoy Street  
London WC2E 7EG

**EDINBURGH**  
46 Melville Street  
Edinburgh EH3 7HF

**saxbam.com**

Partners in **Panorama** - Search around the world  
[panoramasearch.com](http://panoramasearch.com)