



Shadow Board Job Description

The Shadow Board exists to challenge, improve and advise on the decision-making of the Board of Trustees on a range of topics including strategy and activity, bringing to bear fresh, diverse perspectives on what is in the best interests of the School. Members of the Shadow Board will enjoy the reward of influencing decision-making at the highest level. In addition, they will benefit from the School's vision and commitment to 'an education for life': they will receive continuous professional development opportunities on corporate governance, organisational decision-making and leadership experience.

Key Responsibilities include:

1. To attend Shadow Board Meetings four times per year. The dates of these meetings are as follows:
2.
 - i. Saturday *** January, 10.00am - 12 noon
 - ii. Saturday *** March, 10.00am - 12 noon
 - iii. Saturday *** June, 10.00am - 12 noon
 - iv. Saturday *** September, 10.00am - 12 noon
3. To undertake governance and board training modules and face-to-face virtual training as per below:
 - Online:
 - i. Diversity (20 mins)
 - i. Effectiveness (90 mins)
 - ii. Working Together (90 mins)

These are to be completed prior to the first meeting in the summer term of 2021.

- With SLT and OCA

An online session of one hour, in which the Senior Leadership of the School will present on current pupil experience of School, the latest developments and the plans for the future.

- With Trustees:

Two 45 minute online face-to-face sessions with Trustees. (Once appointed after the first Shadow Board meeting, the Chair will undertake further training specific to the role with Monisha Shah, Vice-Chair of Trustees, at a time of mutual convenience.)

4. To set aside time to ensure that Shadow Board papers are read and understood in advance of meetings; this time commitment is likely to take up to two hours prior to each Shadow Board Meeting.

5. To contribute with patience, good humour and candour in Shadow Board Meetings, keeping the best interests of the School at heart, as it considers areas strategy and activity as suggested by Shadow Board interest or as tasked by the Board.
6. To engage with, and perhaps to lead, special projects set by the Shadow Board, such as a working group looking at a particular area or activity (examples of which might be the diversity strategy, digital strategy, mental health and wellbeing, alumni engagement) and to report findings back to the Shadow Board and/or the Board.
7. To attend Main Board meetings in an observational capacity by arrangement with the Chair of Trustees and Clerk to Trustees.
8. To be involved in reporting, twice per year, to Main Board meetings, on areas of focus as determined in advance.

Person Specification

1. A former pupil of Caterham School, under the age of 30.
2. A commitment to Caterham's Purpose Statement (Aims and Ethos).
3. To be a good listener and contributor to debate, and to bring to bear your experience and skills drawn from your knowledge of the School.
4. To keep abreast of the latest developments at Caterham School, both from strategic, organisational and pupil experience perspective.
5. To think afresh about how best the needs of the School will be served as it moves forward, and to articulate your views on these matters.
6. To draw on your life and experience since leaving Caterham to inform your views on its future direction.

Terms of appointment

1. The commitment is for a minimum term of 12 months and a maximum term of 24 months, although there will be the option to extend.
2. Participation in the Shadow Board is on a voluntary basis and is unpaid; however, travel costs will be reimbursed and per diems will be provided to cover lost income due to Board activity.
3. Corporate governance training, other learning costs and DBS checks are borne by the School.