

SOUTHEND HIGH SCHOOL FOR BOYS

ACADEMY GRAMMAR SCHOOL

Prittlewell Chase, Southend-on-Sea, Essex, SS0 0RG
(01702) 606200 enquiries@shsb.org.uk www.shsb.org.uk

Headteacher: Robin M Bevan MA MEd PhD FRSA
Chair of Governors: Mrs Sharon O’Ryan



4th January 2024

Dear Parents/Carers

Southend High School for Boys’ Governing Body – Notice of Parent Governor Election

One of the reasons that SHSB has been successful over many years is the contribution made by parents in supporting the school; Parent Governors are an important example of this. We have **one vacancy for a Parent Governor** and I would like to invite any parents or carers who are able to offer their time, enthusiasm and commitment in this capacity to seek nomination. We are always looking to ensure that our Parent Governor representatives reflect the diversity within the school community.

Any parent or carer interested in offering their services as a Governor is welcome to contact the Clerk to the Governing Body, Carolyn Higgs, at the school to discuss the role (governors@shsb.org.uk). There is also information available on the school’s website: [www.shsb.org.uk/About Us/Governors](http://www.shsb.org.uk/About%20Us/Governors).

If only one nomination is received then the nominee will be declared duly elected unopposed. If there is more than one nomination, an election by secret ballot will be held using a single transferable vote. In that eventuality, voting papers will be sent to you, together with details about the ballot procedure.

You will find further information attached about Parent Governor nominations and the election process.

Please return the attached nomination form, fully completed, to the Clerk to the Governors, c/o the school, by 15:30 on **Wednesday 17th January 2024**.

Yours sincerely

Sharon O’Ryan
Chair of Governors



Parent Governor Nominations – important information

Parent Governors play an important role as members of the Governing Body. Effective governance comprises three strands:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

The term of office is four years; Parent Governors do not have to stand down should their child leave the school during that period, although they may wish to do so.

The Full Governing Body currently meets six times per year (once per half-term), starting at 16:30 or 18:00 on an alternating basis (online and in-person).

School governors are entitled to time off work for public duties: <https://www.gov.uk/time-off-work-public-duties>

How to nominate

Nominations must be proposed and seconded by other parents with children currently at the school. The person nominated must, on the day that nominations close, be a parent of a registered pupil at the school. No parent may propose and/or second more nominations than there are vacancies. Parents being nominated are invited to provide, on the nomination form, some brief biographical details suitable for inclusion in a ballot paper.

There are statutory limitations on the eligibility of anyone who is a Local Authority Associated Person (as defined by section 69 of the Local Government and Housing Act 1989) to be appointed to the office of Governor.

Disqualifications (from the school's Articles of Association):

1. No person shall be qualified to be a Governor unless they are aged 18 or over at the date of their election or appointment. No current pupil of the Academy shall be a Governor.
2. A Governor shall cease to hold office if they become incapable by reason of mental disorder, illness or injury of managing or administering their own affairs.
3. A Governor shall cease to hold office if they are absent without the permission of the Governors from all their meetings held within a period of six months and the Governors resolve that their office be vacated.
4. A person shall be disqualified from holding or continuing to hold office as a Governor if:
 - a) their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
 - b) they are subject of a bankruptcy restrictions order or an interim order.
5. A person shall be disqualified from holding or continuing to hold office as a Governor at any time when they are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
6. A Governor shall cease to hold office if they cease to be a Governor by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision).

7. A person shall be disqualified from holding or continuing to hold office as a Governor if they have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated.
8. A person shall be disqualified from holding or from continuing to hold office as a Governor at any time when they are:
 - a) included in the list of people kept by the Secretary of State under section 1 of the Protection of Children Act 1999; or
 - b) disqualified from working with children in accordance with section 35 of the Criminal Justice and Court Services Act 2000; or
 - c) barred from regulated activity relating to children (within the meaning of section 3(2) of the Safeguarding Vulnerable Groups Act 2006).
9. A person shall be disqualified from holding or continuing to hold office as a Governor if they are a person in respect of whom a direction has been made under section 142 of the Education Act 2002 or is subject to any prohibition or restriction which takes effect as if contained in such a direction.
10. A person shall be disqualified from holding or continuing to hold office as a Governor where they have, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 72 of the Charities Act 1993.
11. A person shall be disqualified from holding or continuing to hold office as a Governor if they have not provided to the Chairman of the Governors a criminal records certificate at an enhanced disclosure level under section 1113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the chairman or the Principal confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.
12. Where, by virtue of these Articles a person becomes disqualified from holding or continuing to hold office as a Governor; and they are, or are proposed, to become such a Governor, they shall upon becoming so disqualified give written notice of that fact to the Secretary.
13. Numbers 1-12 above also apply to any member of any committee of the Governors who is not a Governor.

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ELECTION OF PARENT GOVERNOR - NOMINATION FORM

Name of Nominee:

Address:

Daytime phone number:.....

Email address: Mobile:

Son/Daughter in Form:

I confirm that I am willing to stand as a candidate for election as a Parent Governor and that I am not disqualified from holding office for any of the reasons set out in the letter accompanying this form.

Signature of Nominee: **Date:**

I consider that the person named above is a suitable person to be a Parent Governor of the school. I know of no reason why they would be disqualified from holding office and I am pleased to nominate them as a candidate for election. I currently have a child registered at the school.

Nominated by: (please print name).....

Address:

Son/Daughter in Form:

Signature: Date:

Seconded by: (please print name)

Address:

Son/Daughter in Form:

Signature: Date:

BIOGRAPHICAL DETAILS - to go out with the ballot papers - **maximum of 50 words**

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Completed nomination forms must be returned to school by 15:30 on Wednesday 17th January 2024.