



THE BISHOP OF HEREFORD'S BLUECOAT SCHOOL

Hampton Dene Road, Tupsley, Hereford HR1 1UU

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Enquiries: head@bhbs.hereford.sch.uk

Headteacher: Mr T Williams

19th May 2026

Parent Governor Vacancies at BHBS

Dear Parent/Carer,

We would like to invite you to consider whether you might like to take a more active role within the school. Our Governing Board has provision for two Parent Governors, and one position will soon be vacant. In addition, we have two Foundation Governor vacancies on the Governing Board.

1) Parent Governor Role

I am assigned as the returning officer who is responsible for parent governor election arrangements and am writing to invite you to consider standing as a parent governor, or to nominate another parent/carers to do so.

Parents and carers of our students have a very specific interest in the school which provides unique and valuable input at board level. All parents/carers with children enrolled in our school on the nomination closing date are eligible, and very much encouraged, to take part in the election. There are some disqualifications, and the enclosed sheet summarises the circumstances under which someone cannot serve as a governor; in addition to these, parents/carers who have paid employment in the school for 500 or more hours per academic year, or who are elected members of the Local Authority are also not eligible to stand in these elections. All other parent/carers are eligible however, and we hope that you will consider taking up the role. A parent governor is elected to serve in a voluntary capacity for a maximum of 4 years, though may stand for re-election after this time if they still have children in the school.

The governing board, with the headteacher, has overall responsibility for the running of the school. Governing boards have three core strategic functions:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the headteacher to account for the educational performance of the school and its students.
3. Overseeing the financial performance of the school and making sure its money is well spent.

No special qualifications are required for the post, and the most important thing is to have commitment to make a positive and active contribution to the governing board; this will inevitably include some out of hours/evening meetings. Training is available for all governors and there is an expectation that those new to school governance attend free induction training, as well as any other training that may be required throughout the year.

Always Faithful with Christ

If you would like to nominate yourself (or another parent), please complete the attached nomination form and return it to me via email to clerk@bhbs.hereford.sch.uk within ten school days of the date of this letter, i.e. before 9th June 2026. Please be aware if you are nominating another parent/carer you must obtain their prior consent, and they must sign the form. If there is more than one nominee per vacancy, the candidate will be decided by election. The nomination form has space to provide a brief personal statement (maximum 250 words) which will be included with ballot papers should an election be necessary. Votes would then be cast by parents/carers, with all eligible parent/carers having one vote each.

2) Foundation Governor Role

Foundation Governors have a responsibility to ensure the preservation and development of the religious foundation of the school. This means ensuring the Church School is a place with a distinctive character where the Christian faith is alive and practiced.

These positions are appointed by the Hereford Diocese Board of Education and if you wish to explore the possibility of becoming a Foundation Governor at BHBS, please email me at clerk@bhbs.hereford.sch.uk and I can arrange for you to meet with our Chair of Governors to discuss this further.

I do hope you will consider standing as a governor yourself or nominating someone else. If you would like more information about the process or about being a school governor generally, please let me know.

Kind regards,

Alison Naylor
Clerk to the Governors & Returning Officer