**DIOCESE OF WORCESTER GOVERNOR INFORMATION FORM FOR ALL GOVERNING BOARDS AND ACADEMIES**

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| The Diocesan Board of Education (DBE) values the generous contribution made by all Governors. As the appointing body for Foundation Governors, the DBE requires up-to-date information to enable effective communication and an in-depth knowledge of each of our Diocesan schools and academies.  This short information form helps us to achieve this. Clerks to Governors are asked to complete and return this form each time there is a change to the Governing Board. Please also include vacancies.  The form should be **typed** (adding extra rows if necessary) and returned, preferably by email, to [education@cofe-worcester.org.uk](mailto:education@cofe-worcester.org.uk).  Many thanks in advance. |

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| **Name of school** |  |
| **VA / VC / Academy** |  |
| **Date** |  |

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| **School Mission Statement** |
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|  | **Name** | **Email address** | **Tel. Number** |
| **Chair of Governors** |  |  |  |
| **Clerk to Governors** |  |  |  |

| **Governor’s Name** | **Category / Appointed by (e.g. Parent, Headteacher, Staff, DBE, PCC, Ex-officio (please indicate whether clergy or lay), Co-opted)** | **Specific Responsibilities / Sub Cttees**  **(e.g. Safeguarding, Training, etc).** | **Date term of office ends, or indicate vacancy** | **Re-appointment / Application in progress?** |
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| **We declare that the details above are accurate (an electronic signature will suffice).** | |
| **Headteacher or Chair of Governors** |  |

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| **Data Protection**  The names provided on this form will be held on a computerised Governor Information database maintained by the Worcester Diocesan Education Team. The names of Chairs, Clerks and DBE Foundation Governors will also be held on the Diocese of Worcester Contact Directory, for information only. The email addresses and telephone numbers provided for the Chair of Governors and Clerk to Governors will not be shared externally to the office; contact details for the Chair of Governors will only be used where unavoidable. We ask that Chairs and Clerks please complete the data consent box below.  Your data will be used in accordance with the principles set out in the Data Protection Act 1998, which protects the right to privacy of individuals whose personal details are held by the data controller. |

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| **I give consent for my contact details to be stored by the Diocesan Education Team and to be used by them to contact me in relation to school governance.** | | |
| **Chair of Governors** | **Signature** | **Date** |
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| **I give consent for my contact details to be stored by the Diocesan Education Team and to be used by them to contact me in relation to school governance.** | | |
| **Clerk to Governors** | **Signature** | **Date** |
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