**WORCESTER DIOCESE ANNUAL RETURN**

**FOR GOVERNING BODIES OF ALL SCHOOLS 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 ‘Annual Return’ form helps us to achieve this. Clerks to Governors are asked to complete and return this form on an annual basis, however, the return of an updated form would be appreciated each time there is a change to the Governing Body. 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** |  |  |  |

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| **Governor’s Name** | **Category / Appointed by (e.g. Ex-officio, DBE, Parent, Staff)** | **Specific Responsibilities / Sub Cttees**  **(e.g. Safeguarding, Training, etc).** | **Date term of office ends** | **Re-appointment / Application in progress?** |
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| **Please provide details of training (Diocesan, Babcock, LA) undertaken by DBE Foundation Governors in the last year, to enable effective contribution to the Governing Board.** | | |
| **Course** | **Name of DBE Foundation Governor** | **Date undertaken** |
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| **Please provide details of training DBE Foundation Governors will undertake in the next year, to enable effective contribution to the Governing Board. The Training Events Programme is located within the Training & Support SLA.** | | |
| **Course** | **Name of DBE Foundation Governor** | **Date (if booked)** |
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| **We declare that the details above are accurate (an electronic signature will suffice).** | |
| **Headteacher** |  |
| **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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