# Please complete and return this form via email to S&GS at [GBSO@birmingham.gov.uk](mailto:GBSO@birmingham.gov.uk) or update the information on [BESS](https://www.birminghameducationsupportservices.co.uk/Event/178479) using your Clerk/GP login.

………………………………………………………................. SCHOOL/ACADEMY GOVERNING BOARD

At its meeting held on ……………………………...…. the Governing Board elected the following officers.

**Chair:** *(Please note the LA’s recommendation that no governor holds the position of Chair at the same school for more than six years.)*

Term of office as Chair: ……. year(s) Is this the governor’s first term of office as Chair? Yes No

Title: ……………… Forename: ………………………………… Surname: …………………………………

Email: ………………………………………………………………………………………………………………..

**Vice Chair:**

Term of office as VC: ……. year(s) Is this the governor’s first term of office as VC? Yes No

Title: ……………… Forename: ………………………………… Surname: …………………………………

Email: ………………………………………………………………………………………………………………..

SEND Link Governor

Name: ……………………………………………………………………………………………………………….

Email: ……………………………………………………………………………………………………………….

Safeguarding Link Governor

Name: ……………………………………………………………………………………………………………….

Email: ……………………………………………………………………………………………………………….

Date last attended Safeguarding training: ………………………………………………………………………

Details of that training: …………………………………………………………………………………………….

Careers Link Governor (secondary settings only)

Name: ……………………………………………………………………………………………………………….

Email: ……………………………………………………………………………………………………………….

Training/Skills Link Governor

Name: ……………………………………………………………………………………………………………….

Email: ……………………………………………………………………………………………………………….