



Amending Basic Details

1. On the **Governing Body Search** page, search for the required governing body.
2. Double-click the required governing body to display the **Governing Body** page.
3. Select the **Basic Details** tab to display the **Governing Body Details**. Amend the following details, if required:
 - a. Enter a new **Body Name** (must be unique).
 - b. Select a new **Establishment**.
Current Full Governors, Current Other Governors and Maximum Full Governors are automatically completed based on the establishment.
 - c. Select a new **Reconstitution Date**.
 - d. Select a new **Address** using the **Address Search**.
 - e. Enter a new **Telephone Number**.
4. Click the **Save** button.

Linking a Base

1. On the **Bases Linked to Governing Body** panel, add a new base by clicking the **Add** button to display the **Base Search** dialog.
2. Search for the required base and click the **Select** button to display the **Governing Body Basic Details** tab.
3. Click the **Save** button.

Bases Linked to Governing Body						
Name	Base Type	LA	School No.	Control	Active	
	Junior School		4001	FOUNDATION OLD	Yes	



Related Reference Guides:

- **Governors Primary Navigation**