

Reference Guide

Governors

Amending Governing Body Basic Details

Amending Basic Details

- 1. On the **Governing Body Search** page, search for the required governing body.
- Double-click the required governing body to display the Governing Body page.
- 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 Adress Search.
- e. Enter a new Telephone Number.
- 4. Click the Save button.

Governing Body Search	
Governing Body Search	
🔊 Governing Body Search Details	
Body Name	
Bodies of Base Type	
Establishment	
🖂 Is Active	🔍 Search
List of Governing Bodies	
New X Delete View Details	
Body Name Establishment Code Establishment Name Address Telephone Vacancies Active	

Governing Body Search > Gover	ning Body Details			
Governing Body	in with a ket			
Composition Committees M	eetings Contact Log Mem	o UDFs Basic Details	Default Terms	
Governing Body Details				
💾 Save Cancel	Quick Report	.		
Body Name *	The second second			
Establishment	LEAG2 - Group 2 LEA			🔹 📝 Is Active
Current Full Governors	6	Current Other Gover	nors 0	
Maximum Full Governors	14	Number of Bases	1	
Reconstitution Date	dd/mm/yyyy			
Address	liting System Terrary Stat		4	
Telephone]		

√ School No. √ Control

4001

Linking a Base

🕅 Base Type 🕅 LA

Junior School

es Linked to Governing Bod

📥 Add

Base Search

Name

💥 Delete

 On the Bases Linked to Governing Body panel, add a new base by clicking the Add button to display the Base Search dialog.

 Search for the required base and click the Select button to display the Governing Body Basic Details tab.

3. Click the **Save** button.



Governors Primary Navigation

Asse Filters Name School No. Base Type Base Selection Assessment Stage Clusters Is Active Set List of Bases (0) Name Base Type La School No. Control Active

CAPITA

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√ Active √

Select

FOUNDATION OLD Yes