

Reference Guide

Governors

Creating a Governing Body

Creating a Governing Body

 Click the New button to open the Governing Body Details page.

- 2. Enter Basic Details of the new governing body: Body Name is mandatory. Select Establishment from the drop-down. The **Is Active** check box defaults to selected. **Current Full Governors** and Current Other Governors are read-only. **Maximum Full Governors** is read-only and dependant on the selected establishment. The Number of Bases linked is read-only. Reconstitution Date can be selected.
- Click the adjacent browse button to open the Address Search dialog.
- 4. Enter a partial **Postcode**, **Address Line** or both and click the **Search** button or press the enter key. Matching addresses are displayed in the **List of Addresses**.
- 5. Highlight the required address and click the **Select** button.

One Home	Governing Body	Governors	Establishment	Meeting Actions	Action Templates	Reports	Links
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Address Search Select										
Address Filters										
Postcode			64.0							
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List of Addresses (0)										
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s (14)							
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20, Bridge Street, Turvey, Beafford, Mirkl BBR			48,0800	23.1430			
42, Bridge Breet, Tarony, Redhed, HKEI 885			013560	202000			
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5. To link a base to the governing body, click the **Add** button to open the **Base Search**.

 Bases Linked to Governing Body

 Image: Add
 Image: Delete

 Name 𝔅
 Base Type 𝔅
 LA 𝔅
 School No. 𝔅
 Control 𝔅
 Active 𝔅

- Enter search criteria and click the Search button. Matching bases are displayed in the List of Bases.
- Highlight a base in the List of Bases and click the Select button.

If the base is already linked, the following message is displayed: base name is already linked to governing body name. Do you wish to link it to governing body name instead?

8. Click the **Save** button.

- Related Reference Guides:
 - Primary Navigation
 - Amend a Governing Body
 - Create an Appointment
 - Add a Committee
 - Manage Meetings
 - Edit Governor Details

ioverning Body Search > Governing Body Details										
Governing Body										
Composition Committees M	eetings Contact Log Memo	UDFs Basic Details Defau	It Terms							
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Body Name *	Here Governing Barly									
Establishment	LEA - NOT		😁 🗹 Is A	ctive						
Current Full Governors	0	Current Other Governors								
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Maximum Full Governors	9	Number of Bases	1							
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Bases Linked to Governing Body										
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