

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 |
|------------------|------------------|--------------|---------------|-----------------|------------------|------------------------------------|----------|
| Governing Body | / Search | | | | | | |
| Governin | g Body Se | arch | | | | | |
| Governing | Body Search Deta | ils | | | | | |
| Body Name | | | | | | | |
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| Establishmen | t | | | | | | |
| ☑ Is Active | | | | | | | Q Search |
| List of Governin | ıg Bodies | | | | | | |
| New | 💥 Delete | View Details | - C Refresh | Vacancies | Export CSV | Linked Reports | |

| Governing Body Search > Governing Body Details | One Home Governing Body | y Governors Establ | shment Meeting Actions | Action Templates | Reports | | | | | | |
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| Composition Committees Meetings Contact Log Memo UDFs Basic Details Governing Body Details Image: Contact Log Image: Contact Log Memo UDFs Basic Details Image: Save Cancel Image: Contact Log Image: Contact Log Memo UDFs Basic Details Image: Save Cancel Image: Contact Log Image: Contact | Governing Body Search > Gove | rning Body Details | | | | | | | | | |
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| Governing Body Details Save Cancel Quick Report Image: Cancel Body Name * Establishment Image: Cancel Current Full Governors 0 Maximum Full Governors Number of Bases Reconstitution Date dd/mm/yyyy Address Image: Cancel | | | | | | | | | | | |
| Save Cancel Body Name * Establishment Current Full Governors 0 Current Other Governors 0 Maximum Full Governors 0 Reconstitution Date dd/mm/yyyy | Composition Committees M | eetings Contact Log Mem | 0 UDFs Basic Details Det | ault Terms | | | | | | | |
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| Bases Linked to Governing Body | Bases Linked to Coverning Bo | dy | | | | | | | | | |
| Add X Delete | | | | | | | | | | | |
| Name V Base Type V LA V School No. V Control V Active V | | ↓ ▼ School No. ▼ Contri | I マ Active マ | | | | | | | | |

| Address Search Select | | | | | | | | | | |
|-----------------------|---------|------|-------|---------|----------|--|----------|--|--|--|
| Address Filters | | | | | | | | | | |
| Postcode | | | 64.0 | | | | | | | |
| Address Line | | | | | | | Q Search | | | |
| List of Addresses (0) | | | | | | | | | | |
| Address ID | Address | UPRN | OSAPR | Easting | Northing | | | | | |

| s (14) | | | | | | | |
|--|---|--|---|--|---|---|---|
| Address | UPRN T | OSAPR T | Easting $\overline{\mathbb{V}}$ | Northing $\overline{\mathbb{V}}$ | | | |
| 12. Bridge Street, Turves, Bedford, MiOG 859; | | | 4939930 | 252450 | | | |
| 20, Bridge Street, Turvey, Beafford, Mirkl BBR | | | 48,0800 | 23.1430 | | | |
| 42, Bridge Breet, Tarony, Redhed, HKEI 885 | | | 013560 | 202000 | | | |
| | Address T 12. Bridge Street, Tarway, Besford, Hous BBC 35. Bridge Street, Tarway, Besford, Hous BBC | Address V UPRN V 12. Bridge Street, Tarves, Bedfort, Hold 605 30. Bridge Street, Tarves, Bedfort, Mint BBR | Address T UPRN T OSAPR T 12. Bridge Street, Tarrey, Bedfort, H000 050; 30. Bridge Street, Tarrey, Bedfort, MIN3 BBK | Address V UPRN V OSAPR V Easting V 12. Bridge Street, Tarrey, Bedfort, H003 000 453000 20. Bridge Street, Tarrey, Bedfort, M003 000 453000 | Address V UPRN V OSAPR V Easting V Northing V 12. Bridge Street, Tenner, Bedford, Mortl BER 460000 2000 2000 30. Bridge Street, Tenner, Bedford, Mortl BER 460000 2000 2000 | Address V UPRN V OSAPR V Easting V Northing V 12. Bridge Street, Tarves, Bedfort, MOOI 050; 450600 210600 30. Bridge Street, Tarves, Bedfort, MOOI 050; 450800 210600 | Address V UPRN V OSAPR V Easting V Northing V 12. Bridge Street, Tarves, Bedfort, MOOI 050; 450600 210600 35. Bridge Street, Tarves, Bedfort, MOOI 050; 450800 210600 |

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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 | | | | | | | | | | |
|--|--------------------------|--------------------------|----------|-------|--|--|--|--|--|--|
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| Governing Body | | | | | | | | | | |
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| Composition Committees M | eetings Contact Log Memo | UDFs Basic Details Defau | It Terms | | | | | | | |
| Governing Body Details | | | | | | | | | | |
| Save Cancel Quick Report | | | | | | | | | | |
| Body Name * | Here Governing Barly | | | | | | | | | |
| | | | | | | | | | | |
| Establishment | LEA - NOT | | 😁 🗹 Is A | ctive | | | | | | |
| Current Full Governors | 0 | Current Other Governors | | | | | | | | |
| | | 1 | 0 | | | | | | | |
| Maximum Full Governors | 9 | Number of Bases | 1 | | | | | | | |
| Reconstitution Date | dd/mm/yyyy | | | | | | | | | |
| Address | | - | | | | | | | | |
| | L | ו | | | | | | | | |
| Telephone | | J | | | | | | | | |
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| Bases Linked to Governing Body | | | | | | | | | | |
| 🛉 Add 🛛 🗱 Delete | | | | | | | | | | |
| Name T Base Type T LA | School No. V | Control V Active V | | | | | | | | |
| | allandahing 107 | Yes | | | | | | | | |
| | | Tea | | | | | | | | |

CAPITA

Capita One. Tel: 01234 838080. Email: info@capita-one.co.uk. Web: www.capita-one.co.uk. © Capita Business Services Ltd. 2018. All rights reserved. No part of this publication may be reproduced, photocopied, stored on a retrieval system, translated or transmitted without the express written consent of the publisher. For more detailed instructions refer to the online help file or handbook. You can contact the Service Desk via My Account. This guide is based on the version of the software (Autumn 2015, 3.58) in use at the time of publication.