

**Reference Guide** 

Governors

Governing Body School

**Creating an Appointment** 

## **Creating an Appointment**

- 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.

One Home	Governing Body	Bovernors Establishme	ant Meeting Actions Ar	ction Templates	Reports				Links
Governing Body Search									
Governing Body Search									
Governing Body Search Details									
List of Governing Bodies									
New X Delete View Details Refresh Vacancies Export CSV 🖉 - 🎃 Linked Reports 4									
iody Name	7	TEstablishment Code V	Establishment Name	Address		Telephone 🕅	Vacancies 🕅	Active 🕅	
inter inter S	ichool	LEAG2	Group 2 LEA	Alling Transition To	Carl States and an	(	2	Yes	

🔻 Alerts 🛛 🗑 SQL Mail Merge 🚔 🗧 🔹

The **Composition** tab displays the posts for this governing body. Posts are created with a **Status** of **Vacant** when a new governing body is saved.

 To add a new vacant post, click the Add button to display the Appointment Details dialog.

> To fill an existing vacant post, double-click the post to display the **Appointment Details** dialog.

Comp	osition Committees	Meetings	Contact Lo	g Memo UDFs Ba	sic Details Default Terms				-
Composition									
	Add 🔀 Delete 🖉 Edit 🔹 Copy 🖉 Refresh Vacancies 📓 - Appointment Selection Current Appointments 🔹								
	Governor Type 🟹	Voting $\overline{\mathbb{V}}$	Status 🕅	Name 🕅	Position T	Committees	Start Date 🕅	End Date 🕅	
8	Co-opted Business	Yes	Vacant				01/11/2002		
8	Staff	Yes	Vacant						
8	Co-opted Business	Yes	Filled	tion designed strength	Clerk [2 Position(s)]	1 Committee(s)	25/03/2013	24/03/2017	
8	Foundation	Yes	Filled	and descent			23/12/2013	22/12/2017	
8	Headteacher	Yes	Filled	The second			15/07/2014	14/07/2018	
8	LEA Appointed	Yes	Filled	to character descents	Link Governor (Tr) [2 Position(s)]		25/03/2013	24/03/2017	
8	LEA Appointed	Yes	Filled	in the participation			25/03/2013	24/03/2017	
8	LEA Appointed	Yes	Filled	and the second	Treasurer [1 Position(s)]		18/07/2013	17/07/2017	
8	LEA Appointed	Yes	Filled				19/07/2013	18/07/2017	
8	Non-Voting Clerk	No	Filled	and descent			30/12/2013	28/12/2017	
8	Parent Governor	Yes	Filled		Vice Chairperson [1 Position(s)]	1 Committee(s)	09/10/1998		
8	Parent Governor	Yes	Filled	in the states	Chair [1 Position(s)]	2 Committee(s)	09/10/1998		
8	Parent Governor	Yes	Filled	No del Contribut			18/07/2013	17/07/2017	
8	Parent Governor	Yes	Filled	10 Y 10 10 10 10 10 10 10 10 10 10 10 10 10			18/07/2013	17/07/2017	
8	Teacher	Yes	Filled	million and the		1 Committee(s)	25/03/2013	24/03/2017	
8	Teacher	Yes	Filled	ingen without			14/07/2014	13/07/2018	

## 4. Enter the new Appointment Details:

- Click the browse button adjacent to Name to open the Person Search.
- **Type** is read-only if the post exists. If adding a new post, select **Type** from the drop-down (*Table id 0118*).
- **Employee** check box is read-only.
- Start Date defaults to current system date.
- End Date defaults according to Type.
- Select **Political Affiliation** from the drop-down (*Table id 0710*).
- Select Address Type from the dropdown (*Table id 0087*).
- Address is automatically completed.
- 5. Click the Save button.

Appointment	Details New Appointment	🔻 Alerts	📅 SQL Mail Merge
Appointment Details			
Name *			
Туре *	Co-opted Business		
Start Date *	19/03/2013		
End Date	18/03/2017		
Political Affiliation	~		
Address Type	Governor Correspondence 💌		
Address			
End Reason			
Disqualified Date	dd/mm/yyyy Disqualified		
		💾 Sav	Close

## CAPITA

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