

Reference Guide

Governors

Ending an Appointment

Ending an Appointment

- 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.

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The **Composition** tab displays the posts for this governing body.

3. To end an appointment for a post with a **Status** of **Filled**, double-click the required post to display the **Appointment Details** dialog.

- 4. Enter an **End Date** for the appointment or click the adjacent calendar button to select an **End Date**.
- 5. Select an **End Reason** from the drop-down (*Table id 0260*).

If the End Reason is Disqualified, the Disqualified Date is automatically updated with the current system date and the Disqualified check box is automatically selected.

 Click the Save button. The status of the post is updated to Vacant when the End Date is reached.

Note: If the post was created for this governing body and is not part of the establishment, the post is automatically removed from the **Composition** tab when the **End Date** is reached.

CAPITA

Governing Body Abbry Hiddle School

Composition Committees Meetings Contact Log Memo UDFs Basic Details Default Terms

Co	Composition													
	🛉 Add 🛛 💥 Delete 🦯 Edit 🕞				Copy Copy		Appointment Selection Current Appointments 💌							
		Governor Type 🕅	Voting 🕅	Status 🕅	Name	2	Position V	Start Date 🕅	End Date 🕅					
	8	Co-opted Business	Yes	Filled	Lois Hist		Add Delete Copy Appointment Details Future Appointment	06/2012	01/07/2016					
1	ę	LEA Appointed	Yes	Filled	Mrs. Standt Story	-		/07/2012	01/07/2016					
	e.	Parent Governor	Yes	Filled	Or Ann Werber	-		/10/1998						
1	ę	Parent Governor	Yes	Filled	Hen 201 Spaping			s /10/1998						
	e.	Parent Governor	Yes	Filled	Miss Packadi S	2		/07/2012	01/07/2016					
1	ę	Parent Governor	Yes	Filled	Hep Arm Smith	-	Position Details	/03/2013	20/03/2017					
	9	Co-opted Business	Yes	Vacant		3	Governor Details	/11/2002						
1	9	Headteacher	Yes	Vacant		×	Appointment UDFs	/10/2001						
1	9	LEA Appointed	Yes	Vacant			Appointment Memo	/10/2005						
	8	LEA Appointed	Yes	Vacant		8	Vacancy Details	/08/2006						
							1							

Appointment	Details Lake Matt					🔻 Alerts	🚰 SQL Mail Merge
Appointment Details							
Name *	Leie Molt						
Туре *	Co-opted Business	•	×	Employee			
Start Date *	01/06/2012						
End Date	01/07/2016	***					
Political Affiliation		+					
Address Type	Governor Correspondence	•					
Address							
End Reason	Disqualified - Other	•					
Disqualified Date	21/03/2013		1	Disqualified	1		
							Close

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