



Governors

Managing Meetings

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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.

3. Select the **Meetings** tab.
4. To add details of a new meeting, click the **New** button.

Alternatively, meeting details can be edited by highlighting the required meeting in the **Meeting Summary** panel to display the details.

Meeting Date	Action Date	Meeting Type	Meeting Title	Flag	Committee
02/09/2002		AGM	AGM	No	Finance
08/07/2002		Termly Meeting	Summer 2002	No	Finance
03/06/2002		Termly Meeting	Summer Term Meeting	No	Finance
07/05/2002		Finance committee meeting	Quarterly Finance Group Review	No	Finance
15/11/2001	08/07/2002	Governing Body Meeting	Full Business Meeting	Yes	Finance
02/10/2001		Finance committee meeting	Quarterly Finance Group Review	No	Finance
02/08/2000		Termly Meeting	Autumn Term 2002 Meeting	No	Discipline

- a. Select the **Meeting Date** and **Meeting Time**.
- b. Select the **Action Date** from the drop-down list (the date of the main action from the meeting).
- c. If required, select the **Flag** check box. Local Authorities can assign their own meaning to what flagging a meeting indicates.
- d. Select a **Meeting Type** and the **Committee** holding the meeting from the drop-down list.
- e. Enter a **Meeting Title**.
- f. Click the **Save** button.

6. On the **Attendance** tab:
 - a. To add a new attendee, click the **Add** button to display **Person Search** browse.
 - b. To record attendance, select the **Attended** check box or the **Select All / Deselect All** check box to display a tick in the **Attended** column.
 - c. To record non-attendance, select the **Attended** check box or select the **Select All / Deselect All** check box to display a cross in the **Attended** column. Select a **Non Attendance Status** from the drop-down.
 - d. Click the **Save** button.

Name	Attended	Non Attendance Status
Mr. Susan Abraham	<input checked="" type="checkbox"/>	Apologies Accepted
Mr. Mark Jackson	<input checked="" type="checkbox"/>	
Mr. Kenneth Lane	<input checked="" type="checkbox"/>	
Mr. Jill Uppington	<input checked="" type="checkbox"/>	
Mr. Ann Webster	<input checked="" type="checkbox"/>	

Related Reference Guides:

- Primary Navigation
- Manage Meeting Actions
- Manage Templates
- Person Search