



Governors

Amending a Governing Body

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1. Enter search criteria to limit the number of governing bodies displayed.
2. Click the **Search** button to display a **List of Governing Bodies**.

3. Double-click the name of the required governing body to display the **Governing Body** page.

4. Edit the governing body's information as required.

The **Composition** tab enables you to **Add, Edit, Copy** and **Delete** appointments for this governing body.

Click the **Appointment Selection** drop-down to display future or historical appointments.

The other tabs on the **Governing Body Details** page enable you to view and update details of **Committees, Meetings, Contact Log, Memo, UDFs, Basic Details** and **Default Terms**.

Governor Type	Voting	Status	Name	Position	Committees	Start Date	End Date
Co-opted Business	Yes	Vacant				01/11/2002	
Staff	Yes	Vacant					
Co-opted Business	Yes	Filled		Clerk [2 Position(s)]	1 Committee(s)	25/03/2013	24/03/2017
Foundation	Yes	Filled				23/12/2013	22/12/2017
Headteacher	Yes	Filled				15/07/2014	14/07/2018
LEA Appointed	Yes	Filled		Link Governor (Tr) [2 Position(s)]		25/03/2013	24/03/2017
LEA Appointed	Yes	Filled				25/03/2013	24/03/2017
LEA Appointed	Yes	Filled		Treasurer [1 Position(s)]		18/07/2013	17/07/2017
LEA Appointed	Yes	Filled				19/07/2013	18/07/2017
Non-Voting Clerk	No	Filled				30/12/2013	28/12/2017
Parent Governor	Yes	Filled		Vice Chairperson [1 Position(s)]	1 Committee(s)	09/10/1998	
Parent Governor	Yes	Filled		Chair [1 Position(s)]	2 Committee(s)	09/10/1998	
Parent Governor	Yes	Filled				18/07/2013	17/07/2017
Parent Governor	Yes	Filled				18/07/2013	17/07/2017
Teacher	Yes	Filled			1 Committee(s)	25/03/2013	24/03/2017
Teacher	Yes	Filled				14/07/2014	13/07/2018



Related Reference Guides:

- Primary Navigation
- Create an Appointment
- Copy an Appointment
- End an Appointment
- Add a New Committee
- Manage a Committee
- Manage Meetings
- Edit Governor Details