Governors Online

Organise & Share Governing Body Online Information Online

Admin Guide

for

Governors Online

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This is a guide for administering your school's Governors Online site, including initial set up if required. Initially the framework and structure for the site is in place but the administrator will need to add details about the school, the governors and the committees etc.

Log on at https://www.governorsonline.co.uk/schools/ using your username and password. A reset password link is available is required.

School Tab

This is where you record the details of the school. Click 'Edit School' to edit these details. You can add an image for the school logo which will appear in the top banner of the site. This should be a jpeg (.jpg) image. It will be reduced to 150px high.

Click 'Add Notice' to madd a notice which will be seen by all governors logging into the site. You can also delete notices when they are no longer relevant.

Governors Tab

This tab is used to view and edit all the information about governors. As an Admin you will see some extra Admin actions at the bottom of the right hand column.

Add New Governor opens up a form to add a new governor with all details. Once a Governor has been added you can access the details by clicking on the name of the governor in the left hand column. ***Edit*** opens a form similar to the initial form where you can change details as required.

Edit GB Information provides access to edit a number of general Terms of Reference, Role definitions etc if you wish to record these.

Configure Governors Webpage is used if you wish to display appropriate governors details on your school website. A separate guide give details if required.

Send messages.. there are also buttons to enable you to send a message either to all governors or to all users (includes governors, associates, staff and other users.

Committees Tab

This tab is used to record details of the committees. The system come ready populated with some standard committees but you can add or delete committees as required.

Clicking the name of the committee shows the details all governors can see. As Admin you can click edit to change these.

When initially setting up you school you should add all governors before editing the committees. You can then add members from the drop down list of governors.

Meetings Tab

Initially this was just a diary of meeting dates. However, it has now been extended so that it can record details of past meetings including attendance and links to the Agenda and minutes.
Some of this is still under development and will be available soon.

Documents Tab

The documents tab can be used to store and share documents. An initial folder structure reflecting the standard committees is set up. However, you can change the name of a folder by selecting it and editing the name in the left hand column under File Information. A folder (or a file) can be deleted by selecting and clicking the *Delete* at the right hand end of its bar. A new folder can be created by selecting a parent folder (Documents for the top level) and clicking *Create Folder* in the top menu bar.

To upload a document, first select a destination folder and then open the *Upload* section in the left hand column. Browse for the document on your local computer and select. You can select one or more files then click the *Upload* button to upload to the folder.

Once a file has been uploaded you can edit its details including the relevant committee and the type of document. If you select *Policy* and then click *Save*, additional fields will appear to monitor review dates. It will also appear in the list of policies which can be viewed by clicking *View Policies* in the top menu.

There is also an Archive feature where you can either archive all documents older than a certain date or you can archive the contents of a whole folder. The archive will appear as a zipped file in the top level folder. If you archive by folder, the folder structure of sub folders will be preserved in the zipped archive.

Links Tab

The Links tab provides a collection of useful links for users. Some general links are already provided but the Administrator can add links specifically for the school. Simply click *Add* and provide the link URL and text.