User Guide

for

Governors Online

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Introduction

Governors Online is a powerful tool to support school Governing Bodies and school governors.

- Organise Governing Body Information
- Share information with all governors online
- Keep all governors informed and up to date

All governors can log into the site to view details about other governors, committees, responsibilities, meeting dates etc. There is also a structured document store where key documents can be shared.

The system is also designed to help schools maintain and publish governors' statutory information. It is possible to link to some of the information directly from your school website.

Accessing the system

Log into the system at https://www.governorsonline.co.uk/schools/ using your Username and Password. There is a link to reset your password if required.

Navigation

The information on the system is organised in six sections. These can be accessed by the tabs across the page.

School

The school tab displays details of the school including address and contact email and phone numbers. Administrators are able to edit the details on the page.

Governors

This tab shows a list of all governors, associates staff and other users of the system. Clicking any name reveals more details for each user. Governors can edit their own record and adminstrators can edit all.

In the right hand column there are links to governing body information. These present the information held in the system in tabular form and can be printed out if required.

There is also a facility to send email messages to all governors or all users.

Committees

This tab lists the governing body committees. Clicking on a committee reveals a page summarising Terms of Reference, membership, chairman, clerk, etc. details can be modified by the administrator.
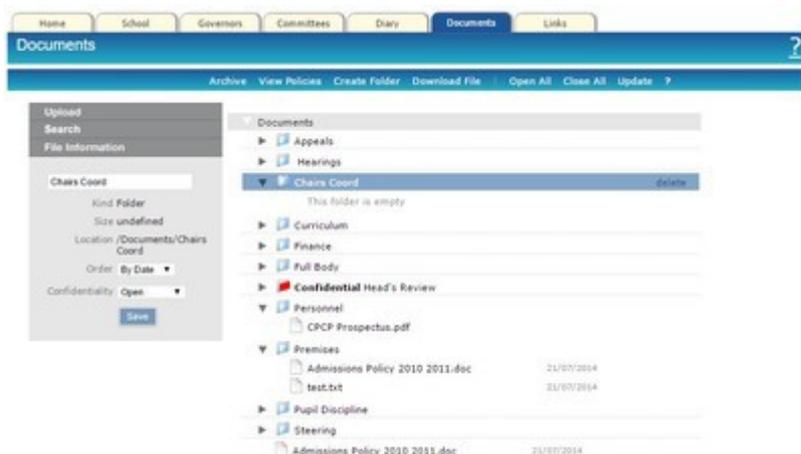
Meetings

The Meetings tab records past and future meetings. Initially the tab shows a list of upcoming meetings but it is possible to search by date, including past dates and by committee etc.

Attendance at meetings can be recorded and a summary of attendance produced. The system can give email reminders of meetings if required.

Documents

This tab gives access to documents stored on the system. They are organised in folders relating to each committee and to the full governing body. Other folders or sub-folders may have been added to help organise the documents further.

•open any folder by double clicking it or by clicking the icon beside the folder.
•open or download a document by double clicking or by selecting it and clicking 'Download'
•search for a document by a word or phrase in the title or comments using the Search dialog on the left hand panel.

Documents can be in one of a number of formats. Most schools will prepare documents in MS Word saving as '.doc'. This may be the most convenient format but there is a risk of viruses being transmitted in this format. There

may also be compatibility issues between different versions of MS Word. Sharing Word documents as Rich Text Format ('.rtf') is safer and schools may prefer to have a policy to share only 'rtf' files. Txt, pdf and html formats can also be stored.

To load a document into one of the folders, first select your destination folder, then click 'Upload' on the left hand side of the page. A dialog will open confirming your destination folder. Click 'Add File' and browse your own computer for the file to be uploaded and click 'Open'. If you have a number of files to upload to the same folder, you can click 'Add File' again to add to the list. Once you have selected your file or files, click 'Upload' to load on to the system.

You should now set the information for the files (under 'File Information' in left hand column). Select the document and set the title (initially set to the file name), the Committee, the Doc type, the Date and any comments and then click 'Save'.

Menu Items

Archive - select older documents to be archived and deleted from the system. More...
View policies - this provides a register of Policies with review dates etc. More...
Create Folder - use to create folder at top level or within other folders.
Download File - downloads highlighted document. Same as double clicking document.
*Open All* - opens all folders in the store
Close All - Closes all folders so only top level folders are visible.
Update - refreshes the view of folders and documents

Confidential Documents

Folders can be set as Open or Confdential. Documents within Open folders are visible and downloadable for all users. Confidential folders are visible to all users but documents within those folders are hiden from users with Guest privilege. This means that Associate members can be restricted in the documents they can view but assigning them Guest status.

Links
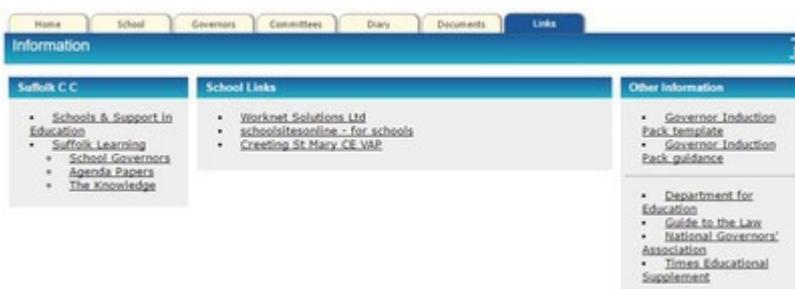
The Links Tab provides a list of useful links for governors. Some of these are set by the system but the central column can be set by the Admin Contact. If you come across a useful link you could ask for it to be displayed here.