

Governor Attendance

Recording Governor Attendance

Governor Attendance can be recorded for each meeting held under the Meetings tab. When a meeting date is set, this should be added to the meeting diary so that other governors can see the details and receive a reminder if requested. Once the meeting has been held (or even during it) the attendance can be recorded by selecting the meeting, clicking **Edit** and then **Edit Attendance**. Select **P** for Present or **Ap** for Apologies for each member and then **Save**. The attendance will then be recorded with the details of the meeting.

View Attendance Summary

At the bottom of the Meetings tab is a heading View Governor Attendance. Select the report required. (Full Governing Body or All Committees) and then select the academic year required. Clicking OK will produce the report. If PDF is selected, then a pdf document will be downloaded. Otherwise a web page will be displayed.

Links to Attendance Summaries

It would be possible to download the pdfs of the Attendance Summaries generated by GovernorsOnline and then upload them to your school website to comply with the statutory requirements on reporting. However, this means that documents would have to be transferred every time there was a meeting. A better way is to have links on your website that access the live data on GovernorsOnline directly. The Administrator can prepare the required links by going to the 'Create Links for Website' page.

Under Governor Attendance select an option of Full Governing Body or All Committees and then select the academic year required. Clicking OK will generate a link in the text box which can then be copied and used in the school website. There are two options. If the Include Icon box is checked, the code will be a snippet which can be pasted in a page directly and this will display a pdf icon and a title for the information. If the box is unchecked, the code will simply be the url which should be used to create the link required.

Resigned Governors

Details of Governors who have held office within the past 12 months should be included in the records. This means that when a governor leaves the Governing Body they should not be deleted from the system but marked as Resigned. This will remove the governor from all the committees and roles that they held but will retain other information including their attendance. This means that they will continue to show up in meeting records and the Attendance Summaries.

Once sufficient time has passed it is possible to remove the governor completely from the system using the Delete button.