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New Features in Governors Online

We have added new features to allow Governors Online to record and report on **Governor Attendance**. This includes a feature to download pdf files for attendance for the whole school year for Full Governing Body meetings and also for all Committees.

As part of this upgrade it will also be possible to mark Governors as Resigned. This enables schools to comply with the requirement to record details of all Governors who have held office during the past 12 months. It also means that they will continue to show up in records of past attendance.

Recording Governor Attendance

Attendance is recorded 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.

Resigned Governor

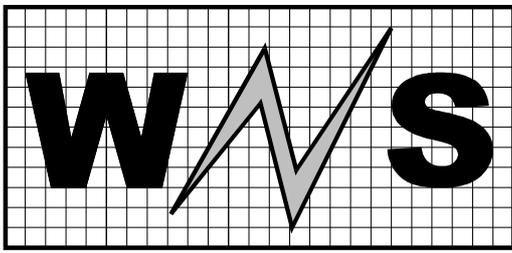
It is now possible to mark a governor as Resigned rather than just deleting them completely. Select the Governor from the Governors tab. There is now an additional button, Resign. This will remove the governor from all committees and roles and will place them in a separate category of Resigned. Their username will also be deleted to prevent them logging on to the system.

Their details will still be available on lists of interests etc but clearly marked as resigned. These details should be retained for at least 12 months when the governor can be removed completely from the system using the Delete button.

Links for School Website

It would be possible to download the pdfs 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 any change to the governing body. 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.

A number of governor information links are available. These are Appointments Details, Appointments Grid and Full Governor Information. The Full Governor Information lists all governors with their appointment



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details, roles and responsibilities and other information which can be used for Register of Interests information.

Attendance information is also available by academic year for full governing body meetings and all committee meetings.

To generate the link, the required information is selected and OK is clicked. The link will be displayed in a text box to allow it to be copied and then pasted as appropriate on the school website. The link is available in two forms. One is as a simple url which can be incorporated into code on the website. The other is a code snippet which will display a clickable PDF icon and name for the information. This snippet can be pasted directly on to a page on your website.