

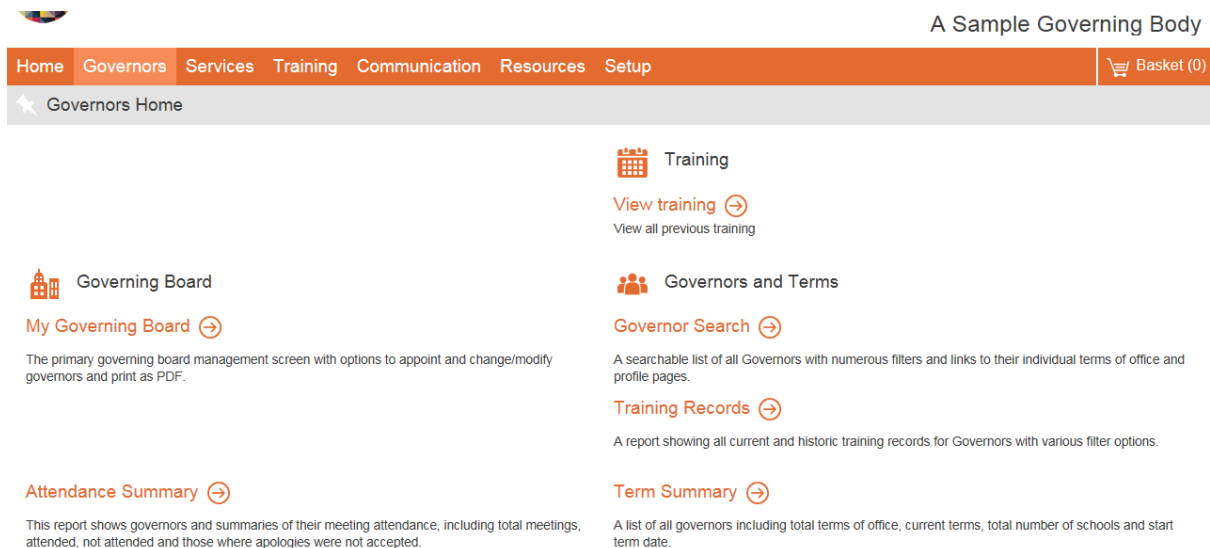
Leeds for Learning – a guide for School Business Managers/ Bursars on managing Governor Information.

1. How to view your Governing Board membership

As a service we maintain a database of your Governing Board membership. This can be accessed by governors and SBMs via Leeds for Learning.

The first step is to login to your account. Once in, the governor details can be viewed by clicking on the ‘Governor’ tab on the orange bar. From here, you can see a variety of information on governors including:

- Training governors have attended
- Term summary
- ‘My Governing Board’ (see below)



The screenshot shows the 'A Sample Governing Body' interface. At the top, there is a navigation bar with links: Home, **Governors**, Services, Training, Communication, Resources, and Setup. A 'Basket (0)' icon is on the right. Below the navigation bar is a 'Governors Home' breadcrumb. The main content area is divided into several sections:

- Training**: Includes a 'View training' link with a right arrow and the text 'View all previous training'.
- Governing Board**: Includes a 'My Governing Board' link with a right arrow and a description: 'The primary governing board management screen with options to appoint and change/modify governors and print as PDF.'
- Governors and Terms**: Includes a 'Governor Search' link with a right arrow and a description: 'A searchable list of all Governors with numerous filters and links to their individual terms of office and profile pages.'
- Attendance Summary**: Includes a link with a right arrow and a description: 'This report shows governors and summaries of their meeting attendance, including total meetings, attended, not attended and those where apologies were not accepted.'
- Training Records**: Includes a link with a right arrow and a description: 'A report showing all current and historic training records for Governors with various filter options.'
- Term Summary**: Includes a link with a right arrow and a description: 'A list of all governors including total terms of office, current terms, total number of schools and start term date.'

My Governing Board has the following information on your GB:

- Current membership, which can be downloaded into an Excel Spreadsheet. (Changes to the membership record of a governor can only be done by the clerk/ GSS.)
- Governor Vacancies
- Your schools’ contact details

N.B. Governors’ personal details may be viewed via this screen, but not altered. This can only be done via set up. Please see ‘How to amend a governor’s details’

2. How to set up a user account.

Governor user accounts are set up in exactly the same way as school staff, via the ‘Set up’ screen.

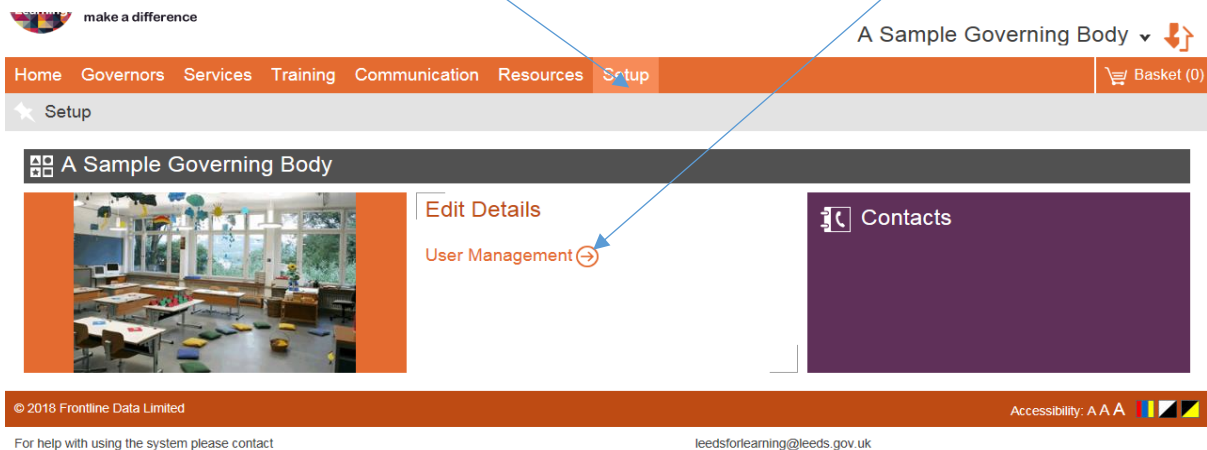
- You will need to set the governor up as a ‘user’ with a password.
- They will need ‘Governor Access’ to the school. This has been set up specifically for governors to ensure they can view information relevant to their role as a governor, such as their GB membership and Resources for governors.

- Once set up, please make sure the clerk to governors knows, so they can add them to the Gb membership and make sure all papers are received for meetings etc.

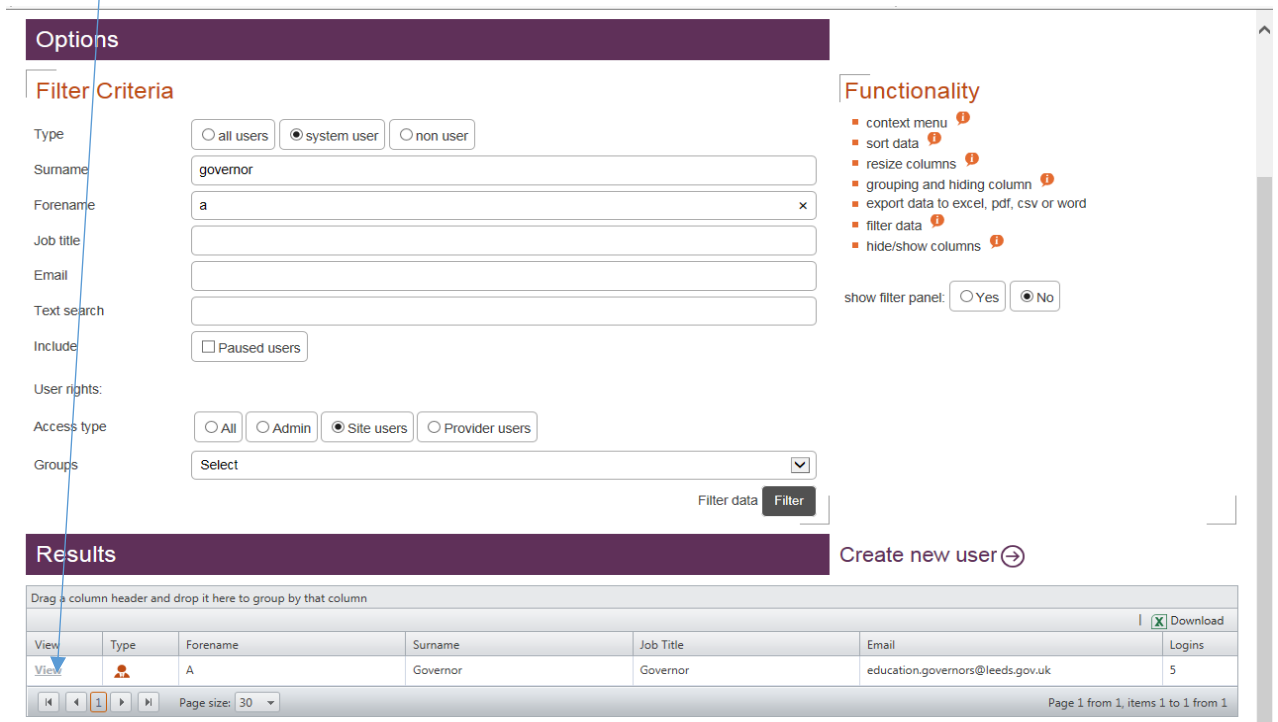
3. How to amend a governor's details

Individual governors can update their own details (please refer to our guidance for governors). Alternatively, the SBM can do this as follows:

- 1) Login to Leeds for Learning.
- 2) Go to 'Setup' (on the orange bar). From here click on 'User Management' screen.



- 3) Once on the User Management Screen you can search for the user/governor whose details you would like to amend. Enter some key information in the criteria boxes (no need to complete them all) and click 'Filter'
- 4) The results of your search will show on the bottom of the screen, look for the account you wish to amend and click on 'View'



- 5) This will bring up the individual's account. You can now select 'Account and Contact Details' to bring up all of their personal information, which you can edit. Just make sure you click save once you have made all your changes.

The screenshot shows the user profile page for a Governor. At the top, there is a navigation bar with links: Home, Governors, Services, Training, Communication, Resources, Setup, and a Basket (0). The user profile header includes the name 'A Governor', role 'User', and email 'education.governors@leeds.gov.uk'. Below this, there are sections for 'Setup' and 'Activity'. The 'Setup' section contains links for 'Account and Contact Details', 'User Rights/Groups', and 'Site Alert Options'. The 'Activity' section contains links for 'User Dashboard' and 'History Log'. At the bottom, there is an 'Email user' section with a subject field containing 'SLA Online - Account Details' and a message field.

4. **What to do if a governor leaves:**

- Pause their user account
- Inform the clerk (if not already aware) so they can end the governor's term of office and remove them from the GB membership.

If you have any questions please contact the governor support service on

Education.governors@leeds.gov.uk