

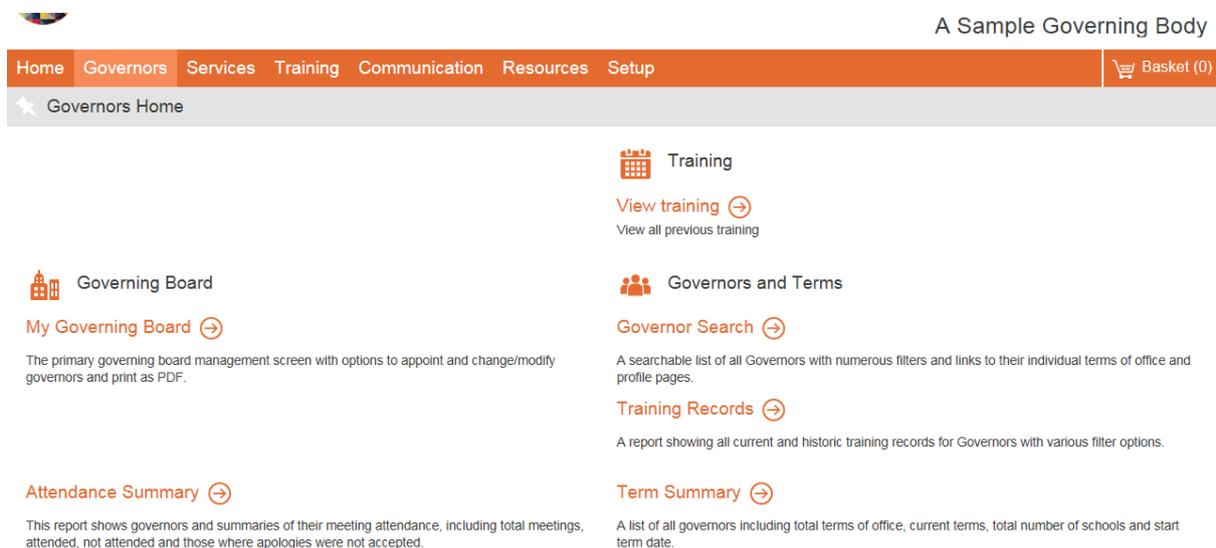
Leeds for Learning – a guide for School Business Managers/ Bursars on managing Governor Information.

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 right, it says 'A Sample Governing Body'. Below this is a navigation bar with the following items: Home, **Governors**, Services, Training, Communication, Resources, Setup, and a shopping basket icon labeled 'Basket (0)'. Below the navigation bar is a breadcrumb trail: '★ Governors Home'. The main content area is divided into two columns. The left column contains:

- Governing Board** (with a building icon): [My Governing Board](#) (with a right arrow icon). Description: 'The primary governing board management screen with options to appoint and change/modify governors and print as PDF.'
- [Attendance Summary](#) (with a right arrow icon). Description: 'This report shows governors and summaries of their meeting attendance, including total meetings, attended, not attended and those where apologies were not accepted.'

 The right column contains:

- Training** (with a calendar icon): [View training](#) (with a right arrow icon). Description: 'View all previous training'
- Governors and Terms** (with a group of people icon): [Governor Search](#) (with a right arrow icon). Description: 'A searchable list of all Governors with numerous filters and links to their individual terms of office and profile pages.'
- [Training Records](#) (with a right arrow icon). Description: 'A report showing all current and historic training records for Governors with various filter options.'
- [Term Summary](#) (with a right arrow icon). 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.

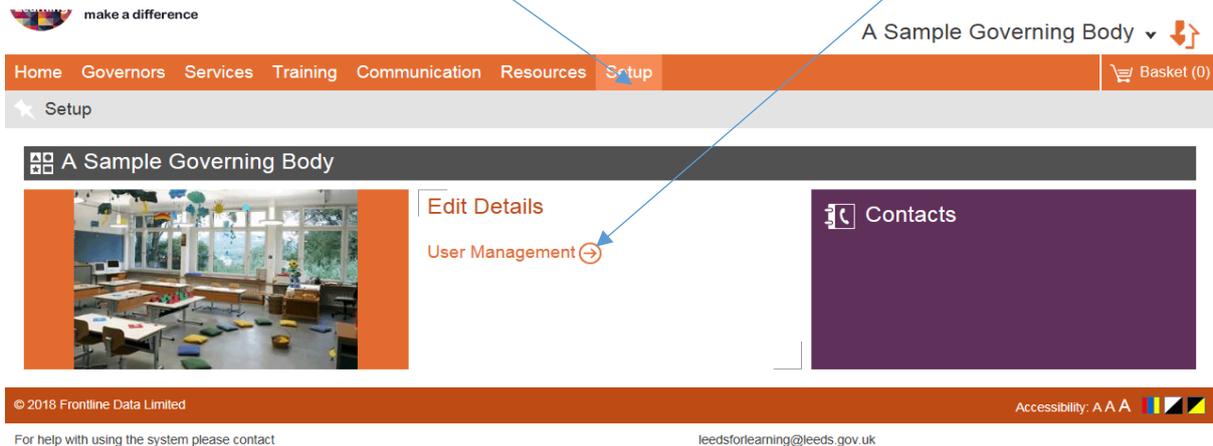
- You will need to set the governor up as a ‘user’ with a password.
- They will need ‘Governor Access’ to the school. This has been set up specifically for governors to ensure they can view information relevant to their role as a governor, such as their GB membership and Resources for governors.

- 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.

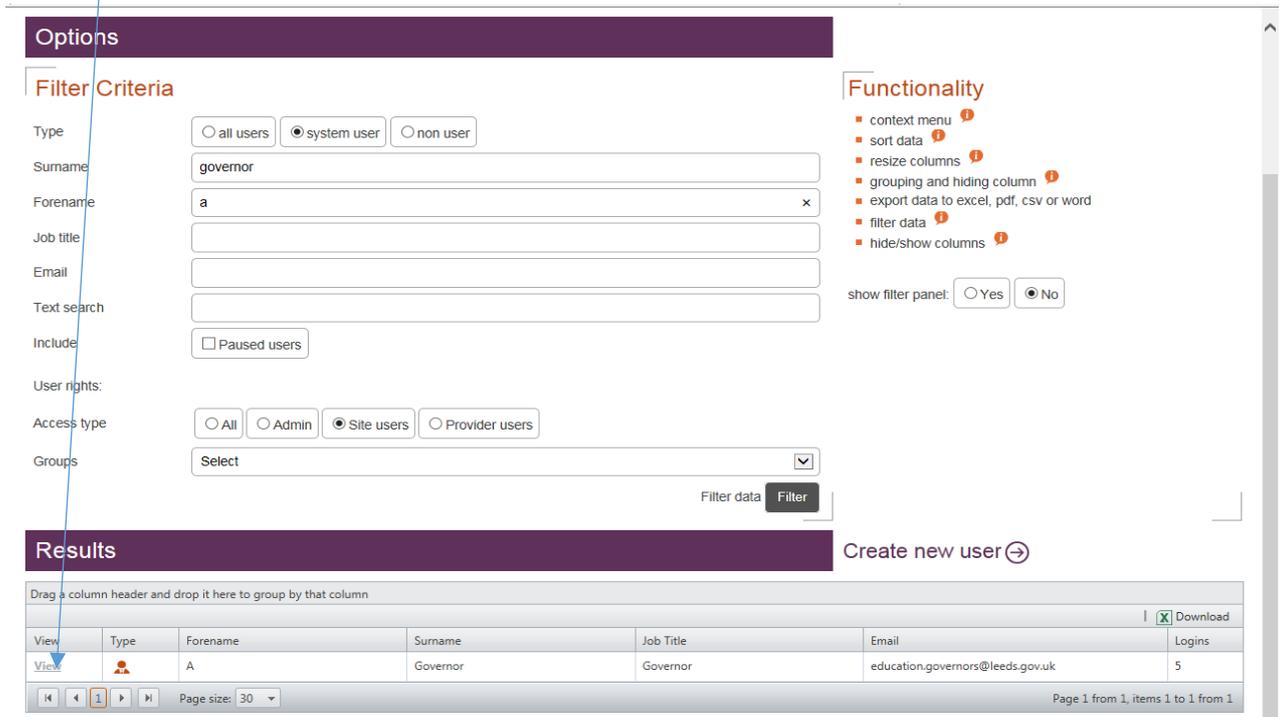
3. How to amend a governor's details

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' with the email 'education.governors@leeds.gov.uk'. The page is divided into several sections:

- Header:** 'A Sample Governing Body' with a dropdown menu and a 'Basket (0)' icon.
- Navigation:** Home, Governors, Services, Training, Communication, Resources, Setup.
- User Profile:**
 - Left Panel:** 'A Governor', 'A Sample Governing Body', 'Governor Access', 'Last login: 16/07/2018 12:54', and a 'view more' link.
 - Right Panel:** 'education.governors@leeds.gov.uk', 'Job title: Governor', 'Company: Leeds GSS', 'Telephone: 00000', 'Mobile:', and 'Created by: Fiona Science on 02/10/2017'.
- Setup Section:**
 - Account and Contact Details:** (highlighted with a blue arrow) - 'User account details including username (email), password reset, and contact information, as well as Role selection and additional fields. You can also Pause a user from here.'
 - User Rights/Groups:** - 'Add or update user rights from this page. You can select a different Group for any number of sites and providers.'
 - Site Alert Options:** - 'Create or update user alert preferences from this page. You can set different alert options for each Site that this user has access rights for.'
- Activity Section:**
 - User Dashboard:** - 'A more details summary page including contact details and a breakdown of this users activity within SLA Online, including booked and historic training courses.'
 - History Log:** - 'A list of all system activities for the user, including page views and updates.'
- Email user section:**
 - Subject:** 'SLA Online - Account Details'
 - Message:** (empty text area)

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