



SERVICES TO SCHOOLS GOVERNOR MODULE

Governor User Guide

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GETTING STARTED

Logging In

You may be able to browse training courses and even see published news and documents via the SLA Online public portal website (www.servicestoschools.org.uk) but logging into the Governor Module enables enhanced functionality such as viewing governor papers and relevant documents.

If you access SLA Online via the Newcastle public portal then you will need to click on the Login button first. The login button will take you to the login page with Username and Password fields. This is the same page that everyone uses to login to the SLA Online system and you are now within a secure area.

Your Username and Password

Once you have been registered on the system, you will receive an email from Governor Services with your instructions as to how to log onto the system.

You need to go to www.servicestoschools.org.uk, click 'login', enter your email address and then click on forgotten password.

Newcastle
City Council

Services to Schools

Welcome to the Newcastle Services to Schools login page.
For help with logging in or using the system please contact
servicestoschools@newcastle.gov.uk

If you don't have an account, please [click here to sign up](#) ↗

Client Login

Remember my username

[Forgotten Password?](#) ↓

You will receive an email with a temporary password which you will be asked to change when you first log on. Your password will be case sensitive. The system will validate your credentials log you onto the system.

Forgotten your password?

If you cannot remember your password please enter your email address in the username field and use the **Forgotten Password** link below. The system will forward your login details to the email to the address entered above (if this is a registered address).

If you enter the wrong password too many times then your account will be locked and you will need to contact servicestoschools@newcastle.gov.uk.

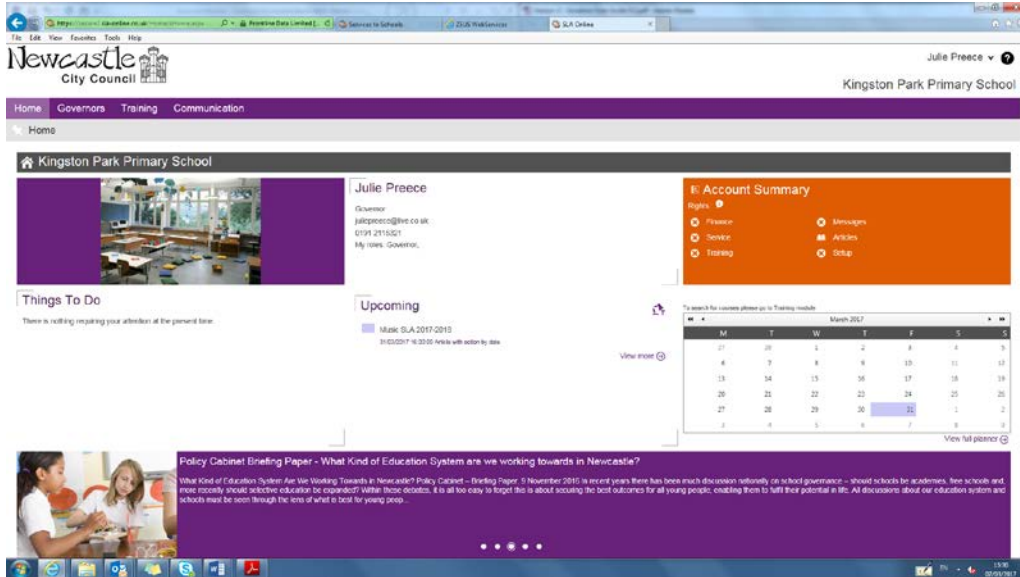
HOMEPAGE

What's on my homepage

When you first log onto the system it will take you to your homepage. This page includes:

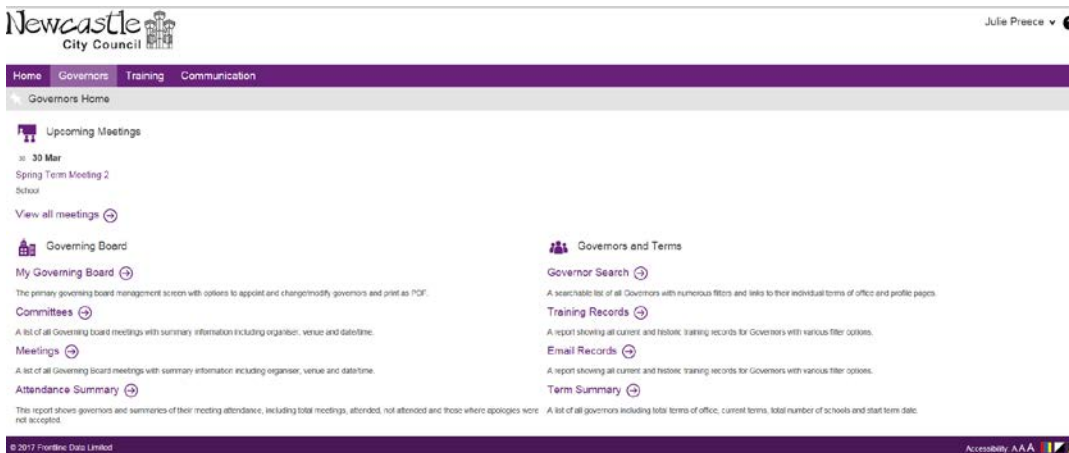
Things to do – e.g. read a message from Governor Services or complete an outstanding training evaluation.

Upcoming – this will show you the dates of forthcoming meetings and training courses.



GOVERNORS MENU

Governors have access to the **Governing Board** section where they can view various pieces of information relating to their schools governing body.



Upcoming meetings

The date of the next meeting for your governing body will appear under this heading. Clicking on the meeting date will take you to a new page which shows you the date, venue, type of meeting, meeting organiser and also an option to download an appointment to your calendar. Meeting papers will also be available to download from this page.

My Governing Board

This page gives you details of the governing board structure for your school. It lists the positions, categories, responsibilities and the list of named governors. The committees option shows similar information for individual committees.

The screenshot shows the Newcastle City Council website interface. The main content area is titled 'Governing Board Structure' and includes the following sections:

- Governing Board Structure:** Edit Structure (dropdown)
- The governing body of Bridgewater School:** Instrument of Government / Articles of Association: 09/02/2015 (dropdown), Bridgewater Primary School (0), Debarval Road, Bensford, Newcastle upon Tyne, Tyne and Wear, NE13 6HL.
- Positions:** A list of roles and names:
 - Headteacher: Samantha Robinson (Edit)
 - Chair: Lynn Stephenson (Edit)
 - Vice Chair: Nileen Shukla (Edit)
 - Clerk: Peter Carter (Edit)
- Categories:** A table with columns: Category, Term, Number, Current, Votes.
- Responsibilities:** There is no data available.
- Governors:** Appoint Governor (dropdown), Filter button.

Category	Term	Number	Current	Votes
Associate	4 years	1	1	0
Authority	4 years	1	0	1
Clerk	4 years	1	1	0
Co-opted	4 years	5	5	0
Co-opted Staff	4 years	2	2	0
Foundation Trust	4 years	2	2	0
Headteacher	4 years	1	1	0
Observer	4 years	1	1	0
Parent	4 years	3	3	0
Staff	4 years	1	1	0
Total		18	17	1

Meetings and Attendance summary

Details of previous meetings with papers and attendance summaries can be viewed when clicking on this option and the attendance summary will show a summary of the attendance of all governors for all meetings held so far.

Governor search

This is a searchable list of governors with various filter options and links to their individual terms of office and profile pages.

Training records

This report shows all training records, current and historic, for individual governors.

Terms summary

A list of all governors including total terms of office, current terms, total number of schools and start term date.

TRAINING MENU

Training Courses

Governors have the ability to book themselves onto courses, but chargeable courses will still need to be checked out of the shopping basket by an appropriate member of the school staff (usually the school business manager or finance officer) in order to confirm your booking.

How do I browse the training?

- Click on the 'Training' menu
- Click the 'Next 30 upcoming courses' in the 'Jump to' section
- Use the Next or Back buttons as necessary

TIP: If you would simply like to browse through all the courses use the 'Jump to' option for 'Next 30 upcoming courses' or the 'Advanced' link within 'Find a course'. Both of these will take you to the Training Search page but simply allow you to page through the courses 30 at a time.

Home Governors Services Training Communication Setup Shopping Basket (0)

Training Home

Maths Subject Leaders Twilight Network
Maths Network
06 Jul 2017 16:00 - 17:00 | Newcastle Skills Centre (NSCPH - Peter Higgs Room)

Find a course
Keywords
Search Advanced

Browse
Roles
Categories

Jump to
Browse on-demand
Recently added courses
Next 30 upcoming courses

Suggested courses
For my role(s) in my organisation
EAL Proficiency - New Census Requirements
07 Sep 2016 16:00 - 17:00
Newcastle Skills Centre (NSCTT - Tickell Theatre)
EAL Proficiency - New Census Requirements
09 Sep 2016 16:00 - 17:00
Newcastle Skills Centre (NSCTT - Tickell Theatre)
PSHE NETWORK FOR PRIMARY SUBJECT LEADS - WEST
12 Sep 2016 16:00 - 17:00
Newcastle Skills Centre (NSCPH - Peter Higgs Room)
View more suggestions

My bookings
Sorry, no upcoming bookings
View all my bookings

My organisation
Sorry, no upcoming bookings
View all bookings

Common actions
Check course-booking search
View all my bookings
View all organisation bookings
Feedback results
Delegate history report
Subscription usage
View all training (grid format)

Sep 2016
Mon Tue Wed Thu Fri Sat Sun
0 1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30

Booking a course

Once you have found the course you would like to book from the **training search** page, simply click on the title of the course to see more details and booking information.

At the bottom of the page is the **make a booking** heading, if you decide you would like to make a booking simply enter any special requirements you may have and click **request**.

If the course is free it will automatically be checked out of the shopping basket. If the course is chargeable you will need to ask the appropriate member of staff at the school to check it out for you.

Make a Booking

The maximum number of delegates this site can book is: 2

Preece, Julie, Governor
juliepreece@
0191 2115321

Special requirements (saved in the user profile, which will be updated if you change them here)

Vegetarian

Standard price

£92.00

Total price to pay:

£92.00

Request

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Communication

Messages

Getting Started

- log in to **SLA Online**
- click on the **communication** tab along the top of the banner bar at the top of the screen
- click on **messages** in the left hand column
- this is the **messages home page**

Sending a Message

- click on **send new message** in the left hand column to be taken to the new message screen
- the top box named **site**, is an auto-complete text box, so all you have to do is start typing the name of the site you wish to message. The system will recognise the site name and you can select the site you want from the drop down list.
- the next box is labelled **subject** and this is for the subject or title of your message
- finally, the third box is for the **text of your message**
- at this point you can then **attach a file** if applicable, to do this click on attach file in the lower left hand corner
- you can also decide if you want to advise the recipient if they are expected to respond. To do this tick **response required** in the lower right hand corner.
- If you have completed all of the above, click **send**, also in the lower right hand corner

The screenshot shows the 'New message' form on the Newcastle City Council website. The form is titled 'New message' and is set to be sent to 'A Sample Primary School'. The 'To:' field has radio buttons for 'Provider' (selected) and 'Admin'. The 'Subject' field is populated with 'School Improvement - Behaviour Support to Schools'. The 'Your message' field contains the text: 'School Improvement - Health, Wellbeing and Safeguarding support including PSHE education', 'School Improvement - Music Service', 'School Improvement - NQT Support', and 'School Improvement - Primary Support'. The 'Send as' field has radio buttons for 'Admin', 'Site' (selected), and 'Provider'. The 'Response required' checkbox is checked. The 'Send' button is visible. The footer of the page includes '© 2016 Frontline Data Limited' and 'Accessibility: A A A'.

Articles

Simple Search

The filter options are initially limited as the date and text search are the most common although you can expand the options using the More Filters link. Once you have found the article you would like to read, just click and download it.

File Edit View Favorites Tools Help

Messages (New: 21) Resources (Available now) Groups (Joined 90 of 90 Groups) Useful Links (View all useful links)

Search Options

Date: Last 7 days Last 30 days
 Date range All

Text search:

Hide filters (↑)

View archived items (↔)

Responsibility

My responsibility
 Responsibility taken
 No responsibility taken
 All

Status

Read by me
 Unread by me
 Unread by everyone
 Action required














Attachments

Has attachment(s)

Roles

Latest Articles [View in grid format](#)

The list below is filtered by: Date (Last 30 Days)

-  **Save the Date - Literature Works/Love Books Regional...** School Improvem...
 12 Sep SAVE THE DATE Literature Works/Love Books Regional Conference Thursday 17th November 2016 Further details will follow regarding costs and booking arrangements
 Unread | Take responsibility | View  
-  **STEM Conference (PRI-0916-A001)** School Improvem...
 08 Sep STEM Conference Flyer
 Unread | Take responsibility | View  
-  **Primary Training 2016-17 (PRI-0916-A002)** School Improvem...
 08 Sep Primary Courses 2016-17
 Unread | Take responsibility | View  
-  **EYFS Courses 2016-17 (PRI-0916-A003)** School Improvem...
 08 Sep EYFS Courses 2016-17
 Unread | Take responsibility | View  
-  **Educational Visits Policy for Trust, VA and Academy Sc...** Offsite visits and...

Contact

If you have any queries please contact servicestoschools@newcastle.gov.uk or your Governor Services Clerk