



Sutton and Merton Governors Governors User Guide

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Access the site

1. To access the site, type your username and password into the 'Logon' box on the left hand side and then press either enter or select 'Enter' on the page.









Logon

[▶ Forgotten Password](#)
[▶ New User](#)

2. As a governor, you will have access to your Governing body information in 'My CPD Online'.

My CPD Online

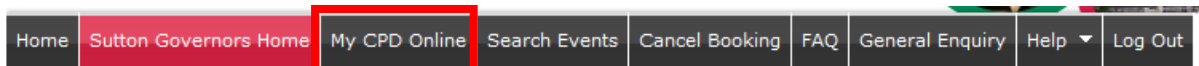
My CPD Online - My Account

| | | | |
|---|---|---|--|
|  Change username & password |  Change contact details |  Update your email alerts |  Update your equal opportunity responses |
|  Governor Information |  My Committees |  My Meetings |  My Governing Bodies |

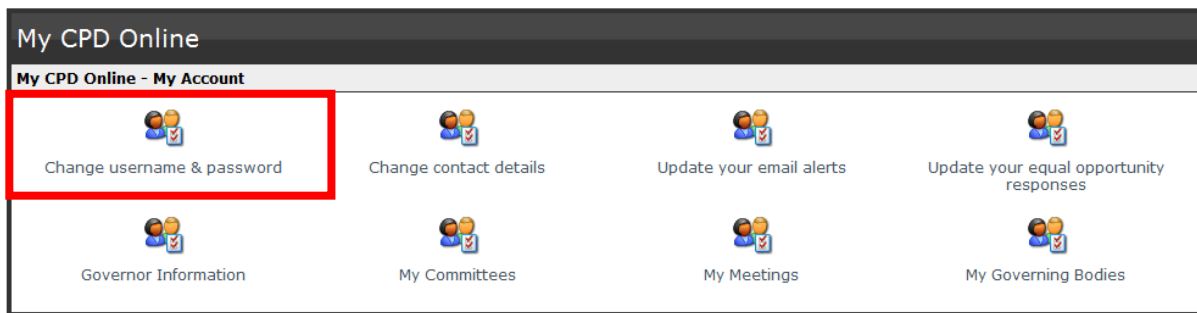
[Back to top](#)

My CPD Online – Managing Your Account

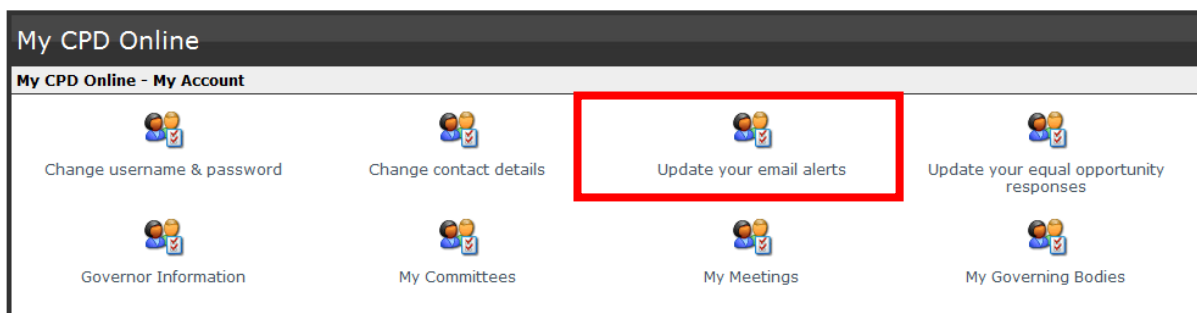
1. To access your profile information, click on the 'My CPD Online' link in the top menu.



2. From this page you will be able to manage your account information.
3. To change your username and/or password, click 'Change username & password'.



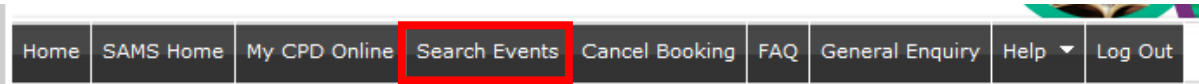
4. To change your contact details, click on the 'change contact details link. This will take you to the change contact details page; fill in your details and click 'Submit' to update your contact details.
5. To update your email alerts, click 'update your email alerts'. This is where you can keep up to date with new events as they are added within CPD Online.



6. To update your equal opportunities monitoring questions, click the 'update your opportunities responses' link and you will be taken to the equal opportunities questions page. Click 'Submit' to save your changes.

Booking a course

1. Log in as a governor and go to 'Search Events' along the top.



2. Events can be searched for by typing in keywords or the event code, or by selecting start date, event type, subject and target from the drop down menus.

Search Events

| | |
|--|--|
| Keyword <input type="text" value="mathematics"/> | Event Code <input type="text"/> |
| Starts during or after <input type="text" value="Today"/> | Event type <input type="text" value="All Events"/> |
| Subject <input type="text" value="All Subjects"/> | Target Audience <input type="text" value="Select a target audience"/> |

[Search](#)

1 event found.

Page 1 of 1

[Print List View](#) [Printer friendly](#)

Securing Outstanding **Mathematics**

Half day course for **Mathematics** Subject Leaders
Course Code: MA13/102

| Session | Session Date | Session Time | Session Venue | Map |
|-----------|------------------------|---------------|----------------|---|
| Session 1 | Tuesday 8 October 2013 | 09:00 - 12:15 | Chaucer Centre | Map |

[Request a place](#)

[Full details](#)

[Print event](#)

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3. You can also search for events that apply only to your governor's channel by selecting the correct channel from the SAMS homepage.

Services

[SAMS](#)

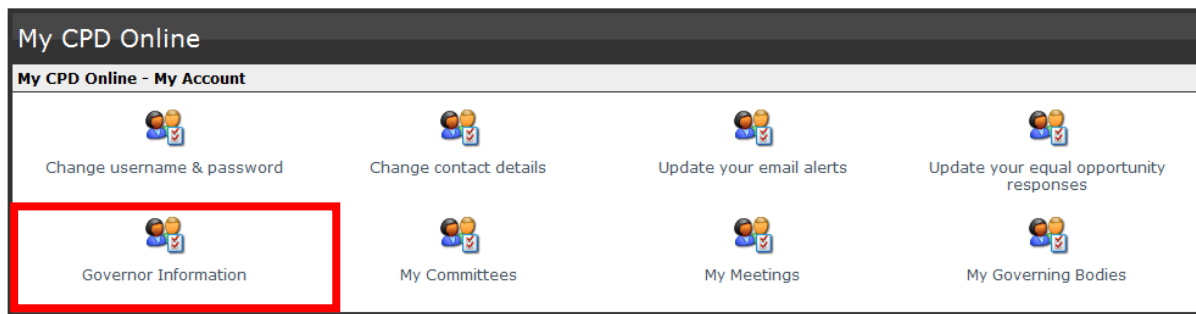
[Merton Governors](#)

[Sutton Governors](#)

- Once you have selected your channel, you will be given the option to search for events that apply ONLY to Sutton or ONLY to Merton.
PLEASE NOTE : WHERE COURSES ARE ADVERTISED IS AT THE DISCRETION OF EVENT ADMINS.

Governor Information

- To view Governor information, click 'My CPD Online' once logged in.
- Click 'Governor Information' in My CPD Online.



My CPD Online

My CPD Online - My Account

- Change username & password
- Change contact details
- Update your email alerts
- Update your equal opportunity responses
- Governor Information**
- My Committees
- My Meetings
- My Governing Bodies

- Here you can view your Governor personal information.

View details | Back to My Profile |

| Governor Personal Information | |
|---|--|
| Name | Mr Wb Governor |
| Establishment(s) | All Stars Infants Camden Road SMS 2NS Tel: 020 8647 7324 Compton C Of E Compton pl1 Tel: 01752 516796 Webbased Test Governing Body line 1 line 2 line 3 PL6 SBT Tel: 01752 797131 |
| User name | Governor1 |
| Home address | |
| Home telephone | 134 |
| Work telephone | |
| Mobile telephone | |
| Email address | sean.rapson@webbased.co.uk |
| Communication preference | Email |
| Political Party | Labour |
| Notes | |
| Terms of Office | |
| Webbased Test Governing Body - 17 September 2013 - 17 September 2014 | |
| Governor Type: | SACRE D |
| Positions: | |
| Notes: | |
| List 99 Check | No |
| Disclosure | No |
| All Stars Infants - 17 September 2013 - 17 September 2017 | |
| Governor Type: | SACRE Observer |
| Positions: | Advisor |
| Notes: | |
| List 99 Check | Yes Date: 24/09/2013 |
| Disclosure | Yes Date: 24/09/2013 |

- Click on the Governing Body name to view the Governing Body details.

Governor Personal Information

| | |
|-------------------------|--|
| Name | Mr Wb Governor |
| Establishment(s) | All Stars Infants Camden Road SM5 2NS Tel: 020 8647 7324 View Governing Body details Compton C Of E Compton |

Governing body - View details

| [Add Committee](#) | [Manage Committees](#) | [Add Meeting](#) | [Manage Meetings](#) | [Edit GB details](#)

| | | | | |
|---|---|------------------|--------------------|--------------------|
| Governing body name | All Stars Infants | | | |
| Date of Instrument of Government | 1 April 2013 | | | |
| Instrument of Government Regulations Year | 2007 | | | |
| Establishment for which this Governing body is responsible | Camden Junior Camden Road, SM5 2NS 020 8647 7324 camdenjunior@suttonlea.org | | | |
| Establishment Headteacher | No headteacher at this establishment | | | |
| OFSTED report | | | | |
| School Category | | | | |
| Governor SLA Subscriber | Yes | | | |
| Maximum Number of Governors | 20 | | | |
| Governor Types | | | | |
| Governor Type | Current | Vacancies | Max allowed | Term Length |
| Admin Officer/Bursar/SBM | 0 | 0 | 0 | 0 years |
| Associate Member | 0 | 0 | 0 | 0 years |
| Associate Member | 0 | 0 | 0 | 0 years |
| Clerk | 0 | 0 | 0 | 0 years |
| Co-opted | 0 | 0 | 0 | 0 years |
| Community | 0 | 0 | 0 | 0 years |
| Community Member | 0 | 0 | 0 | 0 years |
| Council & Teachers Committee | 0 | 0 | 0 | 0 years |
| Foundation | 1 | 0 | 1 | 4 years |
| Type currently held by: Hermione Granger | | | | |
| Head teacher (ex-officio) | 6 | -1 | 5 | 4 years |
| Type currently held by: Rosemary Little, Michael Winner, Mother Hubbard, Tinker Bell, Sally White, James Scott | | | | |
| LA | 0 | 0 | 0 | 0 years |
| LA Member | 0 | 0 | 0 | 0 years |
| Observer | 0 | 0 | 0 | 0 years |
| Orchard Hill | 0 | 0 | 0 | 0 years |
| Parent | 0 | 0 | 0 | 0 years |
| Parent Member | 0 | 0 | 0 | 0 years |
| Partnership | 0 | 0 | 0 | 0 years |
| SACRE A | 1 | 0 | 1 | 4 years |
| Type currently held by: Jack Clarke | | | | |
| SACRE B | 1 | 0 | 1 | 4 years |









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My Committees

- To view your Governing Body committees, click 'My Committees' in My CPD Online

My CPD Online

My CPD Online - My Account

| | | | |
|---|---|---|--|
|  Change username & password |  Change contact details |  Update your email alerts |  Update your equal opportunity responses |
|  Governor Information |  My Committees |  My Meetings |  My Governing Bodies |

- Select your governing body from the filter drop down to view committees associated with the Governing Body.

Governors - My Committees | Back to My Profile |

Governing Body:

| Committee Name | Premises | Finance |
|------------------------------|----------|---------|
| Webbased Test Governing Body | | |

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- Click on a Committee name to view any upcoming committee meetings and documents.

Governors - My Committees | Back to My Profile |

Governing Body:

| Committee Name | Premises | Finance |
|------------------------------|----------|---------|
| Webbased Test Governing Body | | |

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Governors - View Committee - All Stars Infants | Back to My Profile |

| Committee Name | Premises | Finance |
|------------------------------------|------------------|---|
| Committee Members | Tinker Bell | |
| | Rosemary Little | Ordinary (no role) / Training / Head teacher (ex-officio) |
| | John Sandwich | H&S / Headteacher / Ordinary (no role) / LA / SACRE B |
| | Sally White | Ordinary (no role) / Head teacher (ex-officio) / LA |
| Upcoming Committee Meetings | Curriculum Cttee | 09/10/2013 |
| Committee Documents | | |

- Click on a committee member name to view their information.

| View details | |
|--------------------------------------|---|
| Back to My Profile | |
| Governor Personal Information | |
| Name | Mr John Sandwich |
| Establishment(s) | All Stars Infants Camden Road SM5 2NS Tel: 020 8647 7324 James Street Campus Sandy Lane South SM6 9QU Tel: 020 8647 5377 |
| User name | jsandwich |
| Home address | Flat 9 Bread Mansions, 49 Milk Street, Wallington, Surrey, SM65YY |
| Home telephone | 02086471928 |
| Work telephone | |
| Mobile telephone | 07719 456789 |
| Email address | jsandwich@hungry.org |
| Communication preference | Email |
| Political Party | No affiliation |
| Notes | |
| Terms of Office | |

- Click on a meeting link to view the meeting details.

| | | |
|------------------------------------|------------------|------------|
| Upcoming Committee Meetings | Curriculum Cttee | 09/10/2013 |
|------------------------------------|------------------|------------|

| Governors - View Meeting - All Stars Infants | |
|--|--------------|
| Back to My Profile | |
| Curriculum Cttee | |
| Meeting Date | 09/10/2013 |
| Meeting Start Time | 20:00 |
| Meeting End Time | 22:00 |
| Meeting Venue | Red Lion Pub |
| Meeting Description | |
| Meeting For | Premises |
| Meeting Documents | |

- If there are any documents attached to the meeting, click on the document name to download.


My Meetings


- Click 'My Meetings' in CPD Online to view meetings associated with your Governing body.





My CPD Online


My CPD Online - My Account



 Change username & password



 Change contact details



 Update your email alerts


 Update your equal opportunity responses


 Governor Information


 My Committees


My Meetings


 My Governing Bodies

2. Click 'View' to view the meeting details.

Governors - My Meetings | [Back to My Profile](#) |

Governing Body [Filter](#)

| Name | Date | Joined to | Options |
|------------------|------------|----------------------|----------------------|
| Testing meeting | 18/09/2013 | Whole Governing body | View |
| Curriculum Cttee | 09/10/2013 | Premises | View |
| Finance | 14/10/2013 | Finance | View |
| FGB | 23/11/2013 | Whole Governing body | View |

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Governors - View Meeting - All Stars Infants | [Back to My Profile](#) |

| | |
|----------------------------|----------------------|
| Testing meeting | |
| Meeting Date | 18/09/2013 |
| Meeting Start Time | 09:45 |
| Meeting End Time | 11:30 |
| Meeting Venue | Test |
| Meeting Description | |
| Meeting For | Whole Governing body |
| Meeting Documents | |









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My Governing Body

1. Click 'My Governing Bodies' in My CPD Online to view Governing Body details.

My CPD Online

My CPD Online - My Account

| | | | |
|---|---|---|--|
|  Change username & password |  Change contact details |  Update your email alerts |  Update your equal opportunity responses |
|  Governor Information |  My Committees |  My Meetings |  My Governing Bodies |

Governing body - View details

[| Back to My Profile |](#)

Governing Body

| | | | | |
|---|--|------------------|--------------------|-----------------|
| Governing body name | Webbased Test Governing Body | | | |
| Date of Instrument of Government | 5 July 2013 | | | |
| Establishment for which this Governing body is responsible | SWTEST sutton line 1, line 2, line 3, PL6 8BT 01752 797131 | | | |
| Establishment Headteacher | No headteacher at this establishment | | | |
| OFSTED report | | | | |
| School Category | | | | |
| Governor SLA Subscriber | No | | | |
| Maximum Number of Governors | 15 | | | |
| Governor Types | | | | |
| Governor Type | Current | Vacancies | Max allowed | Max term |
| Admin Officer/Bursar/SBM | 0 | 0 | 0 | 0 years |
| Associate Member | 0 | 0 | 0 | 0 years |
| Associate Member | 0 | 0 | 0 | 0 years |
| Clerk | 2 | 0 | 2 | 1 year |
| Type currently held by: Vicky Clarke, Antonia Governor | | | | |
| Co-opted | 0 | 0 | 0 | 0 years |
| Community | 0 | 0 | 0 | 0 years |
| Community Member | 0 | 0 | 0 | 0 years |
| Council & Teachers Committee | 0 | 0 | 0 | 0 years |
| Foundation | 1 | 0 | 1 | 1 year |
| Type currently held by: Joe Bloggs | | | | |
| Head teacher (ex-officio) | 0 | 0 | 0 | 0 years |
| LA | 0 | 0 | 0 | 0 years |
| LA Member | 0 | 0 | 0 | 0 years |
| Observer | 0 | 0 | 0 | 0 years |
| Orchard Hill | 0 | 0 | 0 | 0 years |
| Parent | 0 | 0 | 0 | 0 years |
| Parent Member | 0 | 0 | 0 | 0 years |
| Partnership | 0 | 0 | 0 | 0 years |
| SACRE A | 0 | 1 | 1 | 1 year |
| SACRE B | 0 | 0 | 0 | 0 years |
| SACRE C | 0 | 0 | 0 | 0 years |
| SACRE D | 1 | 0 | 1 | 1 year |

- The governor type information will display the total numbers of current governors with each type, total number of remaining vacancies for the type, the maximum allowed and the term length applied for each.

| Governor Types | | | | |
|---|---------|-----------|-------------|----------|
| Governor Type | Current | Vacancies | Max allowed | Max term |
| Admin Officer/Bursar/SBM | 0 | 1 | 1 | 1 year |
| Associate Member | 0 | 1 | 1 | 1 year |
| Associate Member | 1 | 0 | 1 | 1 year |
| Type currently held by: Wb Governor | | | | |
| Clerk | 1 | 0 | 1 | 1 year |
| Type currently held by: Governor Clerk | | | | |
| Co-opted | 0 | 1 | 1 | 1 year |
| Community | 0 | 1 | 1 | 1 year |
| Community Member | 0 | 1 | 1 | 1 year |
| Council & Teachers Committee | 0 | 1 | 1 | 1 year |
| Foundation | 0 | 1 | 1 | 1 year |

- When a Governor has been associated with a Governor Type, 'Type currently held by:' text will appear below each type showing a list of governors associated with that type. Click on the Governor name to view the governor information.
- The Governor Position information will display the total numbers of current Governors with each position, total number of remaining vacancies for the position, the maximum allowed and the term length applied for each position.

| Governor Positions | | | | |
|--|---------|-----------|-------------|----------|
| Position | Current | Vacancies | Max allowed | Max term |
| Advisor | 1 | 0 | 1 | 4 years |
| Position currently held by: Wb Governor | | | | |
| Chair | 1 | 0 | 1 | 4 years |
| Position currently held by: Jack Clarke | | | | |
| Governors Association | 1 | 0 | 1 | 4 years |
| Position currently held by: Jolene Bloggs | | | | |
| H&S | 0 | 1 | 1 | 4 years |
| Headteacher | 1 | 0 | 1 | 4 years |
| Position currently held by: John Sandwich | | | | |
| LAC | 0 | 1 | 1 | 4 years |
| Literacy | 1 | 0 | 1 | 4 years |
| Position currently held by: Ron Ron | | | | |
| Numeracy | 1 | 0 | 1 | 4 years |
| Position currently held by: Michael Winner | | | | |
| Safeguarding/Child protection | 0 | 1 | 1 | 4 years |
| SEN | 0 | 1 | 1 | 4 years |
| Training | 1 | 0 | 1 | 4 years |
| Position currently held by: Rosemary Little | | | | |
| Sub-totals: | 7 | 4 | | 44 |

- When a governor has been associated with a governor position, 'Position currently held by:' text will appear showing a list of governors associated with that position, identical as it does for Governor Types.

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