

# Governors Virtual Office

## A powerful tool to help Clerks

### Governors Virtual Office

Governors Virtual Office is a secure web site, tailored for each Governing Body, where it can keep all its working papers for reference, collaboration, and on line discussion. The principal features include:

**Reference libraries** – structured to reflect the organization of your governing body

**Calendar** – where School and Governors' calendars can be maintained and accessed via the worldwide web, with links to the Meeting management function to allow governors access to the information for each meeting

**Meetings Management** – to help Clerks and Chairs schedule meetings for the governing body and for sub committees, and to prepare and distribute meeting packs.

**Policy management** – an online repository for all the school's policies where they can be accessed when needed without reference to the Clerk. It includes a reminder system that alerts the Clerk when policies are due for review. Follow the link below to view an overview of this feature

[www.schoolleadershipsystems.com/  
downloads/  
Policy\\_Maintenance\\_Demo.html](http://www.schoolleadershipsystems.com/downloads/Policy_Maintenance_Demo.html)

**News, Views and Comments** – facilities where governors with specific responsibilities can keep one another informed between meetings

### Advantages for Clerks

- Information permanently available on line reduces the number of requests you get for information.
- Saves time in scheduling meetings and in preparing and distributing meeting packs.
- All the information is in one place, accessible from any computer on the web, so you can work wherever you are, not just where the data is.
- Very simple to hand over to a deputy when needed.
- Does away with having to send papers out by email which can be unreliable (i.e. if recipient's inbox is full).
- Less space taken up at home storing information.
- Enhanced document security.
- Helps maintain all school policies up to date.

### Governors Virtual Office is very easy to use:

- Complete Clerk's training takes 1 hour on your own computer.
- Comprehensive help data base.
- UK based support desk.

To visit our web site for more information on the Governors Virtual Office please go to [www.schoolleadershipsystems.com/](http://www.schoolleadershipsystems.com/)

To arrange an online demonstration please follow the link below

[www.schoolleadershipsystems.com/offer/  
request-an-online-demonstration.php](http://www.schoolleadershipsystems.com/offer/request-an-online-demonstration.php)

To contact us please call Michael Thorpe on 0844 800 6422