



Governors and Governors online

Supporting governor administration

Supporting schools and clerks with the administration of the corporation and governors, Capita One provides an efficient administration tool that can be accessed remotely to fit around flexible working needs.

Providing authorities and schools with a complete record of governors simplifies the governing body administration. Governor details can be easily viewed including appointments, validity of DBS checks and training records.

Clerks have access to a range of tools to help manage workloads including action templates which help distribute meeting agendas and minutes. Documents can also be stored and downloaded electronically reducing print and postage costs.

Key Benefits

- **Flexible working:** clerks can manage their own workload and carry out some of their duties remotely.
- **Efficient working:** clerks can easily manage their workloads through action templates and electronic templates.
- **Reduce costs:** information is stored centrally reducing the need to re-enter and duplicate data.

For further information contact us on
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