EMBARK
FEDERATION

Parent Governor Election Timeline

Day (Working days)	Stage
0	• Notification of the vacancy and request for applications from parents.
10	• Deadline of receipt for applications. • If fewer or equal applications to the number of vacancies are received, then parents are elected unopposed. • If more applications than vacancies are received, an election is held. • If too few applications are received, then the LGT considers re-advertising or seeking eligible candidates to appoint.
No later than day 15	• Ballot papers and applicants supporting statements issued to the electorate within 5 days of the closing date for applications.
No later than day 20	• Ballot closes ten working days after the issue of ballot papers.
No later than day 29	• The count is conducted in the presence of the governance professional/headteacher, the applicants (if they choose to attend) and 2 independent witnesses (one of whom should be a member of the LGT, preferably the chair). • Ballot papers are retained securely for 6 months in case the election result is challenged.
No later than day 31	• Applicants are informed of the result within 2 days of the ballot.
As soon as possible after day 31	• Results of the election are published. • Records (including GIAS and the school website) are updated. Paperwork is completed and DBS checks are made. Governors are given a school email and signed up to NGA and GovernorHub. • Induction is arranged with the chair.