

Managing the membership of the board

Parent Governor or Trustee election procedure timeline

How to use this document

The following is an example timeline for conducting parent governor or trustee elections in maintained schools or academies. It can also be adapted for staff governor elections.

Note: The procedure for elections must have been previously agreed by the governing board and the timeline in the procedure needs to be agreed with relevant stakeholders including the governing board, senior executive leader and any school staff who may be involved in the administration, such as school office administrators or receptionists. So, if your school organisation doesn't have an election procedure yet then you will need to add on the time it will take to agree the procedure to the timeline below which will mean that getting a parent elected may take well over eight weeks to complete if a ballot is needed.

Please note: in the timeline below days are counted in working days, not including weekends or bank holidays.

The timeline

Day	Steps and stages
Day 1	Notification of vacancy sent to all eligible nominees and participants with nomination paperwork. Include a request for nominations from people with particular skills which have been identified in the governing board's skills audit.
Day 10	Closing date for receipt of nominations. If the number of nominations is fewer or equal to the number of vacancies then all those nominated will be elected unopposed. If too few nominations are received, the board can appoint a parent in accordance with the articles of association and the governors of a LA maintained school can appoint under the 2012 Regulations (NB. for staff governors the process will be restarted). If there are more nominations than vacancies a ballot will be conducted.
Day 15	Ballot papers and supporting statements sent to all those eligible to vote. Invitations sent to candidates, governors and 2 independent witnesses inviting them to the count of the ballot
Day 25	Closing date for receipt of ballot papers
Day 28 or 29	Votes counted in the presence of two independent witnesses and any

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	<p>trustees or candidates who choose to attend.</p> <p>Candidates informed of the results.</p> <p>In the event of a tie, there should be a recount and if it is still a tie, the returning officer should, in the presence of the witnesses, draw lots.</p>
Day 30 or 31	<p>Election result is communicated to governors/ trustees and the wider school community</p>
Day 31 to 41	<p>All usual notifications on new governor or trustee will be made e.g. GIAS will be updated and other relevant bodies notified e.g. Local authority, diocese by this date at the latest</p>