

Timetable for a federation process based on DfE 'Step Guide'.

	1	2	3	4	5	6	7	8	9
Schools/ Governing Bodies	Meetings to agree to investigate federation + appoint a joint committee to write a short report	Meetings to consider a short report and decide whether to proceed to formal consultation stage	Joint Committee write and GB approve formal consultation document	Consultation period at least 6 weeks	Consultation Meetings/ Surgery drop-in for stakeholders	Joint Committee meeting to collate a summary of responses	Governors joint meeting of GBS to consider feedback summary and decide whether to federate	Incorporation Date for new Instrument of Government (after joint GB meeting)	First Meeting date for the federation (suggest 3 weeks after incorporation date to allow for parent governor elections and attendance at meeting)
	Date/s	Date/s	Date/s	Dates	Dates	Date	Date	IF federation agreed: Proposed date	IF federation agreed: Proposed date
Notes	Have met. Minutes provide evidence.	GBs satisfied sufficient detailed information shared and fully discussed.	Follow statutory requirements to ensure inclusion of all relevant and required information	Try to avoid holiday period or discount within total consultation period.	Arrangements decided by the working group to afford inclusive approach and hosted by them at each school site.	Date planned in advance so 'giving 7 days clear notice '.	Consider feedback on the night do not distribute summary report (confidential to the meeting) Two clerks required for clerking each GB's discussion and decision.	Community schools-Gov category in place on this date: Head(ex-officio) Staff (elected prior to this date) VC/VA schools-Foundation govs. Start parent governor election process	Parent governors elected after incorporation date Co-opted, and LA governors -appointed by GB at first meeting of GB.

KEY: GB - Governing Body.