

How to review suspensions and exclusions

Example agenda for an Exclusion Review Panel

Note:

- The Headteacher, parent/pupil, LA representative and any other invitees join the meeting at the same time.
- Witnesses are only called in to speak when requested (usually by the Clerk) and do not remain afterwards.
- The Clerk will take minutes of the proceedings for the panel.

Governors Exclusion Review Panel

Venue

Date and time

List of attendees

1. The Chair makes introductions and explains the procedure.
2. The Chair invites the Headteacher to present the case for exclusion. The Headteacher may call witnesses, who may be questioned by the panel.
3. The Chair invites questions to the Headteacher from the panel and parents/pupil.
4. The Chair invites parents/pupil to give their views about the exclusion. They may call witnesses, who may be questioned by the panel.
5. The Chair invites questions to the parents and pupil from the panel and Headteacher.
6. The Chair invites the Local Authority representative to comment, if in attendance (maintained schools).
7. The Chair invites questions to the Local Authority representative by all, if in attendance (maintained schools).
8. The Chair invites the Headteacher to sum up.
9. The Chair invites the parents/pupil to sum up.
10. The Chair ensures there are no further questions from any party.
11. The Chair advises those present how the decision will be communicated to all.
12. The Headteacher, parents, parents' friend or representative, pupil, Local Authority representative all leave the room together.
13. The panel makes their decision. The Clerk stays in order to advise on guidance and procedures and to take notes on the decision with the reasons why the decision was reached which will be included in the decision letter.