*About this resource:*

This is a Suggested Wording. It is a set of paragraphs that suggests wording for you to use to ask the governors to provide you with a copy of the minutes of their reconsideration of the young person’s exclusion.

To understand when you might want to use this text, read the Step by Step Guide*:* After the Independent Review Panel

As with every suggested text, keep in mind that it cannot cover every situation. You may need to amend it to suit your needs, or call the help-line if you need guidance.

I am writing in relation to the governor’s reconsideration of name of young person’s exclusion from name of school which took place on date of independent reconsideration.

As you will be aware, at paragraph 247 of the statutory Exclusions Guidance the governors are required to keep minutes of the reconsideration and provide a copy to parties on request. Kindly, please provide a copy without delay.

We look forward to receiving a copy of the minutes.