

Governing Body Meetings Pupil Exclusions

1	Chair welcomes all present Each person introduces themselves and explains their role.	
2	Chair explains the process. <ul style="list-style-type: none"> ➤ It is the Head Teacher who decides to exclude ➤ The Governing Body Committee (which have the authority of the Full Board) are here to decide if to uphold the decision of the Head Teacher to exclude. ➤ If the exclusion is upheld parents have the right to ask for the decision to be reviewed by an Independent Review Panel. ➤ Parents can also apply to the First-tier Tribunal or the County Court who have the jurisdiction to hear claims of discrimination under the Equality Act 2010. ➤ If the decision is upheld parents will receive full details of the Independent Review process from Solihull LA. 	
3	Chair explains there is a recommended format that will be followed. <ul style="list-style-type: none"> ➤ This allows all parties an opportunity to express their views/concerns etc. ➤ Chair explains <i>ALL comments / questions will be made via the Chair.</i> 	
4	a	The Head Teacher <ul style="list-style-type: none"> ➤ Clarifies the reason for the exclusion ➤ Gives background information in accordance with documents provided ➤ The Head Teacher may request a member of staff, who has worked closely with the pupil, to be included at this stage
	b	Parents and their representative are given the opportunity to questions the Head Teacher's presentation
	c	The committee are given the opportunity to question the Head Teacher's presentation
5	a	Parents and / or representatives state their case and explain why they feel the decision of the Head Teacher should not be upheld and/or governors consider written representations.
	b	The Head Teachers questions the parents on their presentation
	c	The Committee question the parents on their presentation
6	The pupil , if present, <i>and if the parents agree</i> , is asked if they have anything to add.	
7	If in attendance the LA Officer gives verbal View of schools application of statutory compliance with exclusions process.	
8	The Chair asks if anyone present has anything further to add	
9	The Head teacher invited to sum up	
10	The parent invited to sum up	
11	The Chair explains <ul style="list-style-type: none"> ➤ That the committee will now address the following two questions: <ol style="list-style-type: none"> 1. Was the pupil responsible for the behaviour complained of; and if so 2. Was permanent exclusion a reasonable response to that behaviour? 	
12	Chair invites parents, representatives, school staff and LA to leave while they reach their decision. Committee and Clerk remain.	
13	The decision of the committee will be conveyed to the parents in a letter posted first class the following day.	

