School Academy Name and Address

Parents Address

Date

Dear [Parent/Carer]

**Invite to the Governing Boards Meeting to consider the decision to suspend [Child’s Name]**

I am writing to invite you to the Governing Boards’ Meeting to consider the suspension of [Child’s Name]. The meeting will be held at [Venue] on [Date] at [Time].

The meeting will enable the Governing Board to consider your views about the suspension and the headteachers’/principals’ decision to suspend for a fixed period.

**Attending the meeting**

You are strongly encouraged to attend the meeting with your child (if appropriate), as this provides an opportunity for you all to express your views, challenge the evidence or support offered and ask questions. You may bring a friend or supporter to the meeting and arrangements can be made for an interpreter to be present if required.

I would be grateful if you could inform me whether or not you will be attending the meeting; if anyone else will be attending the meeting with you; and if you require any additional support to take part in the meeting. Please let me know as soon as possible by contacting [Telephone]or[email]**.**

I have included information about the **Procedure for the Governing Boards Meeting**. Further information regarding this suspension including copies of any witness statements will be sent to you at least 5 days prior to the meeting. This will be considered by Governors at the meeting.

**OR**

I am including the Head Teacher’s report of this suspension with copies of witness statements. This will be considered by Governors at the meeting.

Yours sincerely

[Name]

Clerk to the Governing Board

Enc: Procedure for the Governing Boards Meeting

Head Teachers Report

CC: Access & Inclusion Team, Nottingham City Council

Headteacher/Principal

**Social Worker**

**Virtual School Head**

**PROCEDURES FOR THE GOVERNING BOARDS MEETING TO CONSIDER THE DECISION TO ISSUE A SUSPENSION**

**Introductions**

1. The Chair of the Discipline Committee should lead on introductions of people attending and outline the purpose of the meeting and the procedures to be followed during the meeting.
2. The Chair should explain what factors the Governing Board will be considering their decision. Such as:

* The evidence of the incident or behaviour leading to the suspension.
* Reviewing what inclusive strategies the school has implemented to avoid suspension and support the pupils needs; including any alternatives to suspension.
* Explore any mitigating circumstances, criminal exploitation, or vulnerability factors.
* Considering the schools behaviour policy and other relevant policies.

**The Headteacher/Principal Decision**

1. The Headteacher/Principal will present their detailed suspension report, drawing attention to the main points. This report must be shared before the meeting (5 school days in advance)
2. Parents/Carers, child, supporter/legal representative may ask the Headteacher/Principal about what is in the report or about what has been said.
3. Governing Board Members may ask the Headteacher/Principal questions.

**Parent/carer views on the exclusion**

1. Parents/Carers, child, supporter/legal representative put forward their views and comments to the Governing Board.
2. The Headteacher/Principal may ask questions of the parents/carers, child, supporter/legal representative.
3. The Governing Board may ask questions of the parents/carers, child, supporter/legal representative.
4. The Headteacher/Principal may request a brief adjournment to consider whether they wish the child to be reinstated; considering the representations made.
5. The Chair may ask the parent if it is appropriate for the pupil to withdraw as they will not be required to answer any more questions.

**Local Authority View**

1. If a Local Authority representative is present, they may give their view of the exclusion for the Governing Board to consider. This may include:
2. asking questions where there is a lack of clarity or where more information may be needed;
3. how other schools in the Authority have responded to similar incidents;
4. highlighting issues from the DfE’s guidance ‘Suspensions and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement’ that the Governing Board should consider.
5. highlighting any other issues which the Governing Board may need to consider.

**Final remarks and the Governing Boards decision**

1. Summing up by the Headteacher/Principal.
2. Summing up by the parents/carers and/or supporter/legal representative.
3. The Chair will officially close the meeting and parents/carers, child, Headteacher / Principal, Local Authority representative (if present) and anyone else who is not a member of the Governing Board withdraws to enable the governors to determine, with reasons, whether to **decline to reinstate** or to **direct reinstatement**. (The Clerk may stay with the governing body to help them by reference to the notes and with the wording of the decision letter, but they do not take part in making the decision.)
4. The Governors may invite all parties to re-enter the room once a decision has been made (this may not always be appropriate and will depend on how long it may take to reach a decision). The Chair must advise the parent that they will be notified within 1 working day of the outcome of the meeting.