

Outline to support the Governing Board meeting where governors are legally required to convene a meeting to consider reinstatement of a pupil suspension or permanent exclusion.

Governors need to familiarise themselves with DfE Guidance – Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England including pupil movement (July 22). Please refer to the summary of the governing boards duties to consider suspensions and exclusion pages 38 & 39 and preparing for the consideration page 40¹

- The Chair welcomes and introduces everyone and explains their roles. For an academy where the LA rep has been invited by the parent as an observerⁱⁱ the chair* should state whether the LA can also make any representations
- Where any of the parties have brought along more than one representative or supporting friend the Committee will determine who can sit in on the meeting.
- The Chair outlines the purpose of the meeting and the procedures to be followed.
- The Committee will determine whether any witnesses can remain in the meeting after giving evidence.
- The Chair invites the headteacher to state her/his case.
- Governors may question the headteacher.
- Parent/carers or their representative may question the headteacher.
- The LA may seek points of clarification from the headteacher of a maintained school and /or the principal where permitted by the Academy committee.
- Parents/carers and/or their representative are invited to put their case. If the pupil is present they should be given the opportunity to speak at this stage too.
- The headteacher may question the parents/carers and/or their representative and the pupil (if present).
- Governors may question the parents.
- The LA may seek points of clarification from the parent of a pupil attending a maintained school and where invited by the Academy committee.
- If in attendance the SW and/or VSH are invited to share information about the pupils' background and circumstances and how that might have influenced the circumstances of their suspension/exclusion.
- The LA may make oral, share written representations at a maintained school meeting, and where invited to do so by an Academy School.
- The LA representative may be questioned where they are not attending as an observer.
- The headteacher is asked to summarise their case.
- The parents/carers are asked to summarise their case.

- Other than the governors and clerk, all leave the meeting so governors can discuss and reach a decision on whether the pupil should be reinstated, considering information from the meeting and that on pages 41-43ⁱ
- The governing board must notify parents, or pupil if 18 years or over, the headteacher, pupils' residing LA, and where relevant, the pupil's social worker and/or the VSH of its decision, and the reasons for it, in writing and without delay. Pages 44 & 45ⁱ

ⁱ [Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement \(publishing.service.gov.uk\)](#)

ⁱⁱ Parents may request that the local authority and/or the home local authority attend a meeting of an academy's governing board as an observer; that representative may only make representations with the governing board's consent* para 102