**CONFIDENTIAL**

**Minutes of Meeting**

**NAME OF SCHOOL- Governors’ Panel Minutes**

**Permanent Exclusion of NAME OF CHILD**

**Governor Panel:**

(add names of attendees)

NAME – Clerk to the Panel

**School Representatives:**

NAME – Head Teacher/Principal

ADD names of any other school reps

**LA representative**

Social Inclusion Officer

**Parents/family representative**

Add names

**Pre-meeting**

Panel met with Clerk to discuss legal requirements, agenda and process.

Chair elected xxx

Clerk informed Panel that xxx

**Panel Meeting**

The meeting convened at xxx hours.

The Chair asked all parties to introduce themselves. The purpose of the meeting and the running order was then explained,

Head was asked to present the School’s information:

**These minutes are not a verbatim record – they are a summary of the discussions that took place during the panel meeting.**

**Name – Clerk to the Panel**

**Date of meeting**

Confidential note of panel discussions on evidence presented – Confidential – Destroy once decision letters completed.