*About this resource:*

This is a Suggested Wording. It is a set of paragraphs that suggests wording for you to use to request the minutes of the governing body’s hearing from the clerk.

To understand when you might want to use this text, read the [Step by Step Guide*:* After the Requesting an Independent Review Panel](https://justforkidslaw.org/school-exclusions-hub/legal-practitioners-and-professionals/after-governors-meeting-appeal-and-3/deciding-whether-appeal-and-making-request-irp/step-step-guide-requesting-independent-review-panel).

To use this resource, go through the text and enter the information where prompted to do so. Prompts appear as grey text. Then copy and paste your finished text into a letter or email.

This text is a guide. You might need to make amendments to fit your circumstances.

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I am writing in relation to name of young person’s governing body review concerning their exclusion from name of school which took place on date of governing body review panel.

I am writing to request a copy of the minutes taken of the panel. For clarity, this request is made in accordance with paragraph 69 of the statutory exclusions guidance which requires that minutes be made available to parties “on request”.