*About this resource:*

This is a Suggested Wording. It is a set of paragraphs to use to request that amendments are made to the minutes of the governors’ body hearing.

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.

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

Thank you for providing the minutes of the panel. I have reviewed the minutes against my contemporaneous notes, and I am writing to provide some amendments. I would be grateful if you could check that these are not objected to by the other parties and make these changes to the minutes.

To support this request, I would point to Article 5 of the General Data Protection Regulation which requires that personal data must be, “accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay”. The minutes constitute personal data and are subject to this requirement.