NOTES ON THE COMPLETION OF THE PROXY FORM – Reconvened AGM/EGM

The purpose of these notes is to explain how to complete the proxy form enclosed with the notice of the postponed Annual General Meeting / Extra General Meeting of Learn Sheffield to be held on **Thursday 22 March** 2018 (**“the Meeting”**).

The purpose of the proxy form is to allow you to either appoint somebody to attend the Meeting and to vote in your place or to allow the Chair of the meeting to vote on your behalf. [Proxies may not vote on a show of hands but may vote on a poll. A poll may be demanded by the Chair of the Meeting or by at least two members.]

***PLEASE NOTE that if you appoint a proxy, he or she MUST be a member of staff or Governor of a Member institution.***

**Members may appoint Mike Allen, Chair of the Board of Directors, Learn Sheffield to be their proxy**.

The completed proxy form should look like this:

|  |  |
| --- | --- |
|  | I (*insert name), being the* ***Chair/Headteacher*** (*delete as appropriate)* of **(***insert name of)* ***School/College*** which is a member of Learn Sheffield, hereby appoint (*insert name of individual)*of (*insert name of)* ***School College*** or failing him/her Mike Allen, ***Chair of the Learn Sheffield Board of Directors*** as the proxy for my School/ College at the Annual General Meeting / Extra General Meeting of the Company to be held on 22 March 2018 and at any adjournment thereof.This form is to be used in respect of the resolutions as follows:**AGM**Resolution No 1 - Audited Financial Statements 2016/17 For/Against\*Resolution No 2 – Report of the Directors for 2016/17 For/Against\*Resolution No 3 – Appointment of Auditors for 2017/18 For/Against\*Resolution No 4 – Resignation of Directors For/Against\*Resolution No 5 – Appointment of Directors For/Against\***EGMAmendments to the Company’s Articles For/Against\****(\*delete as appropriate)*Signed by (*insert name)* on *(insert date)* ***Chair/Headteacher***.....................................................................**Duly authorised for and on behalf of *(insert name of )* School/College** |

**PLEASE NOTE – all proxy forms must be returned to the Clerk to the Board of Directors, Learn Sheffield, Learn Sheffield Training and Development Hub, Lees Hall Road, Sheffield, S8 9JP to arrive no later than 4.00 pm on Wednesday 21 March 2018 in order to be valid**.