NOTES ON THE COMPLETION OF THE PROXY FORM – AGM

The purpose of these notes is to explain how to complete the proxy form enclosed with the notice of the Annual General Meeting of Learn Sheffield to be held on 6th February 2025 (**"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 Antony Hughes, 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 Antony Hughes, ***Chair of the Learn Sheffield Board of Directors*** as the proxy for my School/College at the Annual General Meeting of the Company to be held on 8th February 2024 and at any adjournment thereof.

This form is to be used in respect of the resolution as follows:

Resolution No 1	**For/Against***
Resolution No 2	**For/Against***
Resolution No 3	**For/Against***
Resolution No 4	**For/Against***
Resolution No 5	**For/Against***
Resolution No 6	**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

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PLEASE NOTE – all proxy forms must be returned to the Clerk to the Board of Directors, Learn Sheffield, Albion House, Savile St, Sheffield S4 7UD / email – enquiries@learnsheffield.co.uk to arrive no later than **4.00 pm on Tuesday 4th February 2025** in order to be valid.