

**FAO - All Chairs of Governors, Headteachers and Principals**

**Governor Briefing Note – Learn Sheffield**

We are delighted to be able to inform you that the company, which has been named ‘Learn Sheffield’, was successfully incorporated during the summer and is now up and running. We would like to thank everyone from the college and the schools below who were able to become the founding members of the company. We know that there are other settings ready to join Learn Sheffield and we are looking forward to seeing the list of members grow rapidly throughout the autumn term.

*Learn Sheffield founding members were as follows: Bradfield School, Chaucer School, Dobcroft Infants, Forge Valley School, Hallam Primary, Hillsborough Primary, King Ecgbert School, Lowfield Primary, Malin Bridge Primary, Meynell Primary, Newfield School, Rowan School, Sheffield College, Southey Green Primary, Tupton School, Tinsley Meadows Primary and Wisewood Primary.*

There are some key dates below which provide an opportunity to find out more about Learn Sheffield.

Date	Event	Location	Time
Thursday 1 October	Learn Sheffield Open Day Briefing for Governors, and anyone who missed the conference, as well as an opportunity to have a tour around the building.	Learn Sheffield Base	10.00 14.00 18.00
Saturday 3 October	Governor Briefing	Town Hall Reception Room A	AM
Tuesday 6 October	Learn Sheffield Open Day Briefing for Governors, and anyone who missed the conference, as well as an opportunity to have a tour around the building.	Learn Sheffield Base	18.00

In order to support you in taking your decision to join Learn Sheffield, there will be a pack of materials available from 25 September, which will include the following:

- Learn Sheffield Prospectus
- Interim Operating Model
- Interim Summary Business Plan
- Articles of Association
- PowerPoint Presentation to Governors (to support Governing Body decision making to join Learn Sheffield)
- Membership Application Form/Letter Template

All of these materials are available to download from the Sheffield Governor website

[www.sheffieldgovernor.org](http://www.sheffieldgovernor.org)

**What to do next?**

The Governing Body now needs to reach a decision about becoming a member of Learn Sheffield. Becoming a member involves providing a guarantee up to the limit of £25.00 in the event that the company is wound up owing debts.

If the Governing Body/Academy Trust is so minded the following resolutions are recommended to be put to a vote (please note that for legal reasons the decision resolution must be noted in the minutes of the meeting using the form of words below):

- a. The Governors/directors resolve that the Governing Body/Academy Trust should become a member of Learn Sheffield and provide a guarantee up to the limit of £25.00 in the event that the company is wound up owing debts
- b. That the Chair of Governors/Headteacher/other be given delegated authority to:
  - i. Undertake the necessary administrative steps to give effect to this resolution within [a reasonable period of time] [specified period of time];
  - ii. Attend general meetings of the company to represent the Governing Body as a member of the company;
  - iii. To provide the Company Secretary with contact details for the Governing Body member representative;
  - iv. To report back to the Governing Body/Academy Trust on the business conducted at members meetings;
  - v. To vote on matters affecting the company having first consulted with the Governing Body/Academy Trust.

Under the Education Act 2002 and associated regulations before a maintained school can join a schools' company as a member it must have the consent of the Local Authority. Jayne Ludlam has already provided general consent to all the governing bodies of Sheffield maintained schools that have a delegated budget to join the company if they believe that this is the right step for them. Schools who require similar consent from other bodies, for example a Diocese, should consult that body as required.

#### **What to do next if your meeting is before 25 September?**

If your next Governing Body meeting is due to take place on or before 25 September please contact me ([Stephen.Betts@learnsheffield.co.uk](mailto:Stephen.Betts@learnsheffield.co.uk)) so that I can discuss the support that Learn Sheffield can provide by the date of your meeting.

Based on the legal advice that we have received, you may also wish to consider any of the following options to reach a decision outside of your regular scheduled meetings:

- An email to ballot all members for their decision
- An additional, single agenda item meeting
- Making your membership decision the first item on a Committee Meeting and inviting along all Governors

Upon reaching a decision to join Learn Sheffield please complete the Membership Application Form/Letter template, to be included in the pack on 25 September, and return to us.

I do hope that your school will support the work of Learn Sheffield and become a member of the company.



Stephen Betts

(Interim Chief Executive – Learn Sheffield)

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