



## **The Constitution of Jan Brzechwa Polish Supplementary School in Hastings and St Leonards-on-Sea, also known as Polish School in Hastings**

### **1. General resolutions**

- 1.1 The School's formal name is 'Jan Brzechwa Polish Supplementary School in Hastings and St. Leonards-on-Sea'. It is also known as Polish School in Hastings and is hereafter referred to as 'The School').
- 1.2 The School's aims are twofold:
  - 1.2.1 to uphold Pupils' Polish heritage
  - 1.2.2 to help Pupils and their families in integrating into the local society.
- 1.3 The School's aims are to be achieved by:
  - 1.3.1 Providing lessons to children and adults enabling them to develop their:
    - Ability to read, write and speak in the Polish language, promoting its correct use.
    - Understanding of Polish history and geography.
    - Awareness and respect of Polish culture, identity, religion, customs and traditions, as well as that of other countries.
  - 1.3.2 Supporting their personal development & identity.
  - 1.3.3 Providing information on English customs, laws, procedures etc and signposting to appropriate sources of further information or organisations.
  - 1.3.4 Providing English language lessons for adults.
- 1.4 The School is an educational institution, an independent and non-profit organisation.
- 1.5 This Constitution is the legal basis for the School.

### **2. Organisation**

The School's activity is regulated by:

- 2.1 The School Constitution;
- 2.2 The School Committee consisting of three officers:
  - 2.2.1 Chairperson (hereafter referred to as the "Principal"),
  - 2.2.2 Secretary,
  - 2.2.3 Treasurer;
- 2.3 Pupils' Code (once adopted);
- 2.4 Curriculum;
- 2.5 Timetable.

### **3. The School Management Committee**

- 3.1 The Committee meets at least four times a year to:
  - 3.1.1 Plan and appraise school activities;
  - 3.1.2 Confirm changes to the school's constitution;
  - 3.1.3 Implement systems for assessing teachers' standards of work.
- 3.2 One of the Committee meetings, in the summer time, will also act as an Annual General Meeting with the purpose of appraising the operational and financial

standing of the School, discuss strategy to be adopted in the future as well as set and confirm the budget.

- 3.3 Any other Committee meetings can be called as and when required, by any committee member, with at least a two weeks' notice. Information about forthcoming meetings is to be sent out by email to all committee members with proposed agenda items.
- 3.4 Emergency committee meetings can be called if required.
- 3.5 Committee meetings can be attended by a representative of the Parents' Committee at either their or the School Committee's request.
- 3.6 Committee meetings can be attended by Teachers or their representatives, if and when required.
- 3.7 All School Committee members have an equal right to express opinions at meetings. All decisions of the Committee are taken unanimously or in a majority vote system if unanimous agreement is not possible.
- 3.8 All Committee members are committed to upholding good governance, transparency of the School's operations and maintaining a good and professional working relationship with parents/guardians.
- 3.9 Whereas the above rights and responsibilities are shared equally among Committee Members, each position will attract certain duties as specified in a supplementary document.

#### **4 Employed Teachers and Teaching Volunteers (hereafter referred to as "Teachers")**

- 4.1 All Teachers must have suitable qualifications and/or experience which are subject to an appraisal by the Principal and another Committee Member .
- 4.2 All Teachers are to hold a current certificate of a DBS check.
- 4.3 Employed Teachers are subject to a written contract whereas Teaching Volunteers are subject to a signed role description.
- 4.4 The School may use the services of self-employed Teachers.
- 4.5 All Teachers should take part in Teachers' meetings summoned by the Principal, at least once a trimester.
- 4.6 Teachers together with the Principal and with their express consent are responsible for:
  - 4.6.1 Setting curriculum (to be agreed by the School Committee);
  - 4.6.2 Planning and organising work for pupils;
  - 4.6.3 Assigning new pupils to appropriate classes;
  - 4.6.4 Deciding about moving pupils to a higher or lower class;
  - 4.6.5 Issuing certificates.
- 4.7 Teachers have a duty to report any problems or difficulties to the Principal or their Deputy.

#### **5 Non-teaching Volunteers**

- 5.1 Volunteers may support Teachers, if required, carrying out duties exactly as instructed by the class Teacher.
- 5.2 All such Volunteers are to hold a current certificate of a DBS check.
- 5.3 Volunteers' activities are subject to a signed role description.
- 5.4 Volunteers have a right and duty to report any problems or difficulties to the Teacher they work with in the first place. If impractical or unreasonable, they can refer the issue to the Principal or their Deputy.

#### **6 Parents' Committee, if applicable**

- 6.1 Parents of pupils registered with the school may form a Parents' Committee. Its roles are:
  - 6.1.1 Bringing proposals of changes and new initiatives to the School Committee;
  - 6.1.2 Organising and implementing parental rota for lunch breaks;
  - 6.1.3 Organising events and fundraising activities.

6.2 The Parents' Committee may form its own set of rules which shall not infringe the Constitution.

6.3 The Parents' Committee may also play an important governance role:

6.3.1 Ensuring that the School achieves its statutory aims;

6.3.2 Providing general oversight of the School Committee's activities thus ensuring transparency and good management, and so a representative from the Parents' Committee has the right to request that they attend a School Committee meeting to discuss issues as they arise.

## 7 Finance

7.1 The School is a not for profit organisation. It aims to only cover the total cost of its activities and any surpluses are to be used in day to day operation or to make improvements to operations.

7.2 The School's activities are financed from fees paid by parents in advance for each term.

7.3 Fee levels are decided by the School Committee.

7.4 Invoices will be issued for the relevant periods. Payment plans can be arranged with the Treasurer and communicated to the School Committee.

7.5 Any discounts are to be agreed by the School Committee and recorded in minutes.

7.6 Activities and events may also be funded by grants and donations.

7.7 The School may organise fundraising events.

7.8 Teaching staff's salaries are set and confirmed by the School Committee. Volunteers engage in school activities without pay, however, they can have their costs reimbursed based on completed claim forms when properly authorised.

7.9 The School has a bank account to which money is paid in and from which it is paid out. Cheques require signatures of any three authorised signatories to be valid. Other payments can be made with the agreement of at least two Committee members:


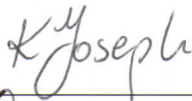
7.9.1 Electronic and cash payments to Teachers must be authorised by at least two Committee Members (preferably including the Treasurer) prior to payment and based on a timesheet or a claim form.

7.9.2 Payments to suppliers (including self-employed Teachers) are to be authorised by at least two Committee members (preferably including the Treasurer) prior to payment and based on a valid invoice/receipt.

7.9.3 The School promotes use of bank transfer as a preferred method of payment.

## Final Resolutions

1. The establishing body can make an act of dissolution of the School, using a voting system at a Committee meeting.
2. The above amended constitution comes into force on 07/01/2015 and supersedes the previous version adopted on 07/03/2013.

Aleksandra Janowicz	Chairperson (Principal)	
Karolina Joseph	Secretary	
Anna I. Roby	Treasurer	