
Constitution

of Polska Szkoła w Sheffield im. gen.
Władysława Andersa



§ 1 Introduction

1. The full name of the school is „Polska Szkoła w Sheffield imienia generała Władysława Andersa”.
2. The school is an Unincorporated Association.
3. The school is based at a building that it rents at the given moment in time.
4. The school is an independent and autonomous institution focused on education and upbringing of its pupils.

§ 2 The objectives and aims of the school

1. The aim of the school is to teach children Polish language, religion, history and geography in their native language and educate them in the spirit of Polish traditions and culture.
2. To achieve the desired objectives the school will closely cooperate with all parents and legal guardians of its pupils.
3. To achieve the desired objectives the school will maintain relationship with Polish Educational Society in London and Local Polish Catholic Mission in Sheffield.

§ 3 Annual Meetings

1. Every parent and/or legal guardian of the student is required to participate in Annual Meetings.
2. Date and time of the Annual Meeting is announced at least one month in advance on the school's website and via e-mail sent to all parents and/or legal guardians of the pupils attending the school.

3. The Chairman of the Management Committee is also obliged to convene an Extraordinary Annual Meeting at the request of the Management Committee, the school principal, teachers, or at the request of 1/3 of parents and/or guardians of the students.
4. Persons entitled to vote at Annual Meetings are: members of the outgoing Management Committee, the teaching staff and all parents and/or legal guardians of the students. Every person supporting the school or interested in school matters is allowed to participate and speak at Annual Meetings.
5. In exceptional cases, and with the prior consent of the Chairman of Management Committee, a parent and/or a legal guardian of the student may appoint their representative, who will represent and vote for him at the Annual Meeting.
6. The agenda of the Annual Meeting should take into account the following points:
 - Reports of: The Chairman, Treasurer, School Principal and the Audit Committee,
 - Granting Discharge,
 - Creation and approval of the budget for the new school year,
 - The work program for the next school year,
 - Election of the Management Committee for the next school year,
 - Any other business.

§ 4 Management Committee

1. The school is managed by Management Committee.
2. Members of the Management Committee are elected annually at the Annual Meeting, which convenes at the end of the school year.
3. Members of the Management Committee are elected at the Annual Meeting by a simple majority of all the votes cast: Chairman, Secretary and Treasurer. The role of the Secretary is to prepare a report of the meeting. In addition, at the Annual Meeting the Audit Committee should be elected consisting of at least two people from outside Management Committee
4. Elections are held by secret ballot or openly, if so decided unanimously.
5. The new Management Committee commences its activities regarding new school year from the moment of choice.

6. Retiring Management Committee finishes its term of office upon completion of the school year.
7. The Chairman must not be appointed as the School Principal.
8. The Management Committee has the right to appoint additional non-elected members.
9. In the case where a member of Management Committee fails to meet its obligations, at the request of the other members of the Committee, School Principal, teachers or parents and/or legal guardians, the person may be deprived of their functions.
10. In case of resignation of one of the members of the Management Committee, his successor may be unanimously elected by the other members of the Committee. Otherwise the successor must be appointed by voting at the Extraordinary Annual Meeting.
11. All the members of Management Committee work voluntarily and do not receive any compensation for their work.

§ 5 Obligations of the Management Committee

1. Ensuring continuity of work and care for the ongoing development of the school.
2. Management and spending of the school's funds, budget planning, searching for new sources of funding, financial reporting at the Annual Meeting.
3. Appointing a School Principal.
4. Setting up the tuition fees, subject to approval at the Annual Meeting.
5. Signing school certificates school by the School Principal and competent teacher on behalf of the school authorities.
6. Planning and organizing educational, entertainment and profitable events.
7. Communication and cooperation with other organizations such as: Polish parish in Sheffield, Sheffield Council, Polish Educational Society, etc.
8. Maintaining school register based on enrolment forms provided by parents and/or legal guardians.

§ 6 School Principal

1. The School Principal shall be appointed by Management Committee from among the members of the Board of Teachers for two years.
2. School Principal is a member of Management Committee ex officio.
3. School Principal shall appoint his deputy from among the members of the Board of Teachers, with the prior approval of the Board of Teachers.
4. School Principal together with the Management Committee is responsible for appointing and dismissing teachers and assistants and organizes replacements in the absence of the teacher.
5. School Principal oversees the work of the teaching staff.
6. School Principal is responsible for convening meetings of the teaching staff at least 2 times a year.
7. At the first meeting regarding the new school's year plans along with the Management Committee school calendar, activities and events.
8. At the Annual Meeting reports on teaching and educational activities at the school.

§ 7 The Board of Teachers

1. All teachers at the schools form up the Board of Teachers.
2. School Principal leads the Board of Teachers ex officio.
3. School teachers should have adequate teaching qualifications.
4. In exceptional cases, with the consent of the Management Committee and the Board of Teachers, teachers may not have teaching qualifications. In this case such a teacher should acquire the necessary knowledge through self-education. In case of any difficulties in teaching or whenever support is needed unqualified teacher should ask a qualified teacher or School Principal for help.
5. The Board of Teachers has a decisive influence on pedagogical and methodological issues.

6. The Board of Teachers divides the students into age groups according to the methodological criteria and sets up appropriate curriculum for each group.
7. The task of each member of the Board of Teacher is to inform parents and/or legal guardians about the educational progress of the student and any difficulties. They should also encourage the parents and/or legal guardians to actively help at the school.
8. All matters covered at the meetings of the Board of Teachers are covered by professional secrecy.

§ 8 Financial matters

1. School funds come from the following sources: benefits of charitable nature, profits from organised events, raffles, tuition fees, and various grants from individuals and private organizations and companies.
2. School fund is managed by The Management Committee. The Treasurer is responsible for managing daily transactions.
3. All proceeds are fully allocated to the statutory activities of the school.
4. The Treasurer presents the financial settlement from the previous year and the current balance in the cash register, as well as prepares budget estimates for the next year working closely with the School Principal and the Chairman, subject to approval at the Annual Meeting. The following expenditures should be taken into account:
 - Reimbursement of the teaching staff,
 - Building rental,
 - Teaching aids, technical equipment, costumes, etc.,
 - Award and certificate templates, stationary, etc.,
 - Awards for students,
 - School trips, celebration, school events, etc.,
 - Budgetary reserve for unforeseen expenses.
5. Accounting in the form of a statement of revenue and expenditure is presented for inspection periodically to the Audit Committee to enable them to create a report confirming that everything is in order.

§ 9 Constitution amendments

Proposals for constitution amendments may be adopted by an absolute majority of the votes cast at the Annual Meeting and require presence of at least 2/3 of the total number of parents and/or legal guardians of students registered and regularly attending the school. Only one of the parents and/or legal guardians of the child is allowed to cast the vote. This ensures a broad representation of parents and/or legal guardians and prevents amendments done by an absolute minority.

§ 10 Permanent school closure

The decision to permanently close the school could only happen at the Annual Meeting or the Extraordinary Annual Meeting convened specifically for that purpose.

In the case of suspension of the school or its permanent closure, the budgetary surplus will be transferred to the account of a chosen charity in the presence of a joint committee consisting of both Chairmen and Treasurers interested, who will take a joint decision on the transfer of the relevant funds.

§ 11 Notes

This Constitution was approved and acknowledged at the Annual Meeting on 12th December 2015. It comes into effect on the same day.