



School Constitution

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Phuza Ulwazi Academy



School Constitution

Table of contents

Description	Page
Cover page	1
Table of content	2
Purpose	3
Definitions	3
School name	3
The school emblem	3
The school motto	3
Street address	3
Postal address	4
Contact	4
The vision	4
The mission	4
Values	4
Curriculum	5
Admission	5
Religion	5
Language	5
Discipline	5
School governance	5
Duties of the chairperson	6
Duties of the deputy chairperson	6
Duties of the secretary	6
Duties of the treasurer	6
Duties of financial officer	7
Meetings	7
Committees of the board	7
Schools management structure	7
RCL	7
Organogram	8
Amendment to this constitution	9
Dissolution of the advisory board	9
Conclusion	9



School Constitution

Purpose

The purpose of this policy is to establish the principles around which Phuza Ulwazi is operated and it will run its affairs and contains amongst others the vision, mission and values of these schools.

Definitions

In this Constitution, unless the content indicates otherwise, the following definitions will be implied:

Parent – Any adult who is legally entitled to the custody of a learner in the school.

Learner – means any person receiving education at this institution.

Educator – Any person who is employed at the school according to, and defined in terms of, the Employment of Educators Act, No. 138 of 1994.

Director- the owner of the Academy

Principal – An educator appointed or acting as the head of the school.

Support staff – A person employed at the school in any capacity other than that of an educator.

Board Member – Any person duly elected to serve according to procedures defined in this Constitution.(advisory board member is a voluntary work)

School – Phuza Ulwazi Academy.

RCL – Representative Council of Learners

School name

Phuza Ulwazi Academy

The emblem of the school



The School Motto

- **The more you dream, the furthest you get.**



School Constitution

Street address for the school

Buffelspruit stand no 1416, Ka-Shongwe Traditional Council
Malalane Circuit
Nkomazi municipality
Mpumalanga province

Postal address for the school

P.O.Box 1190
Shongwe Mission
1331

Contact us at

info@phuza-ulwaziacademy.co.za

Visit us at

www.phuza-ulwaziacademy.co.za

The vision

The academy is driven by passion to see young future scientists and researchers emerging.

The mission

The academy shall:

- Enrol learners who are passionate about science
- Admit learners who are goal driven
- Imbue a complete human being with noble qualities whose identity is not questionable
- Indoctrinate learners with biblical truth
- Instil discipline and values
- Inspire learners to fall in love with Science and Mathematics through intensive teaching and learning sessions, the use of technological devices, career path orientation, research and experimentation

Values

- Discipline
- Honesty
- Respect
- Diligence
- Punctuality
- Courteousness



School Constitution

Curriculum

The academy is a high school (**Science and Mathematics Academy**) which provides education in the following phases

- GET (grades 8 and 9) in line with CAPS and other legislative framework
- FET (grades 10, 11 and 12) in line with CAPS and other legislative framework

Admission

- The admission policy of the School is determined by the advisory board, guided by the relevant National and Provincial legislation, and appears as a separate document. It is applied by the school management.

Religion

- The religious ethos of the School is based on the Christian religion. However, freedom of conscience is practiced and attendance at religious observances is compulsory.

Language of the school

- The language of teaching and learning in the School shall be English. The full Language Policy appears as a separate document.

Discipline

- The maintenance of discipline at the School is the responsibility of the Principal and staff, with the assistance of the Advisory Board.
- In the case of learners at the School, discipline is applied in terms of the code of conduct of the School available as a separate document.
- In the case of staff, discipline is applied in terms of the relevant National and Provincial legislation and the code of conduct of the staff of the School.

School Governance

- The Director exercises full and effective control over Phuza Ulwazi Academy Pty Ltd, however the Director identifies potential people with different expertise to form an advisory board. The advisory board shall then elect amongst themselves the office bearers who must include at least a Chairperson, a Treasurer and a Secretary.
- Functions of other members of the board shall be tabled to them.



School Constitution

Duties of the Chairperson

The Chairperson shall preside over meetings of the Board. The Chairperson shall, in consultation with the Director and the Secretary, convene meetings of the Board. The Chairperson shall also amongst others have the following duties:

- Preparing for a meeting
- Ensuring that all members participate in and contribute towards the development of the school.
- To scout for sponsorship on behalf of the school.

Duties of the Deputy Chairperson

- The Deputy Chairperson assumes the responsibilities and duties of the Chairperson in his/her absence.

Duties of the Secretary

Shall perform the following duties:

- Convening of meetings in collaboration and consultation with the Chairperson.
- The Secretary deals with all correspondences of the Board.
- Taking minutes of the Board meetings.
- Rendering a report on its activities to parents, learners, educators and other staff of the school from time to time.

Duties of the Treasurer

- The Treasurer is the custodian of all the financial dealings in the school.
- He/she is eventually responsible for all procedures and transactions pertaining to the income, expenditure and assets of the school.
- The Treasurer shall, in collaboration with the Principal and finance officer, prepare and present to the Board, budget scenarios for the forthcoming financial year. This exercise will be carried out during the second half of the current financial year.
- The Treasurer shall provide support to the Finance Officer of the school.
- Shall, from time to time, scrutinize the school's monthly income and expenditure.
- Shall be responsible for the timeous payment of the school's accounts.
- Ensuring the preparations and presentation of monthly financial statements to the Board.



School Constitution

- Shall liaise on financial matters, in collaboration with the Finance Officer, with the lawyers of the school.
- Ensure that the school adheres to the school's finance policy and the applicable legislations in its financial transactions.
- Arrange for the auditing of the school's finances and the availability of a proper financial audit report.

Duties of the Financial Officer

- The Financial Officer shall automatically be the Admin Clerk employed at the school. Such an appointment shall be in writing if two admin clerks exist at the school.
- The Financial Officer is responsible for the day to day administration of the financial transactions of the school.
- Receives and deposits all funds
- Issue receipts
- Keep financial documents
- Keep and control petty cash

Meetings

- The Board shall hold its meetings at least once every school term.
 - a. Separate meetings of the Board shall be held with each of the following stakeholder groups; learners, parents, educators, school management and other staff, as scheduled on the year plan.

Committees of the Board

- The Board shall establish different committees.

Schools Management Structure

The diagram following in the next page represents the academic management structure of the school. Positions are filled as and when required and if the school's business model allows for it. The school management is responsible for the day to day running of the school.

RCL

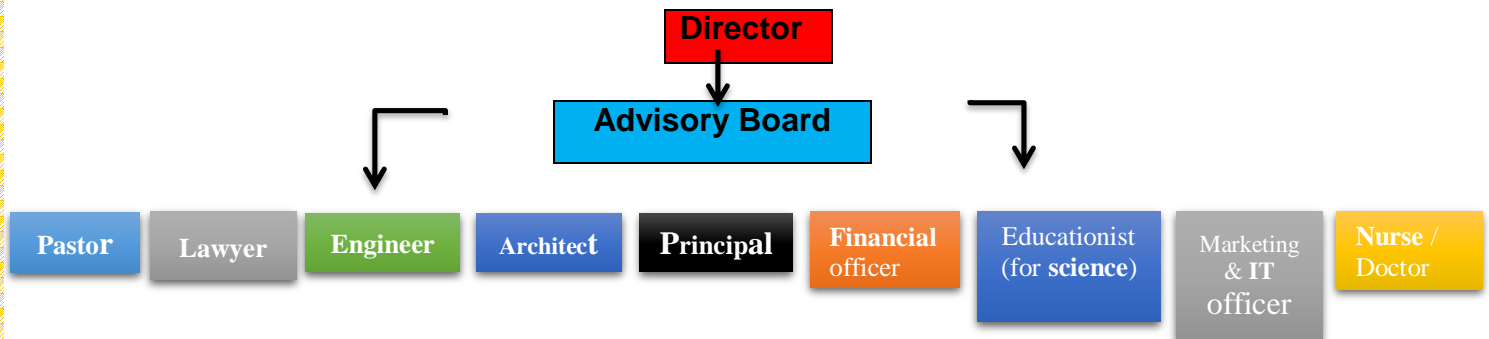
At the beginning of the year an RCL is chosen democratically by learners as their representatives. The RCL office bearers shall meet with the management monthly.



School Constitution

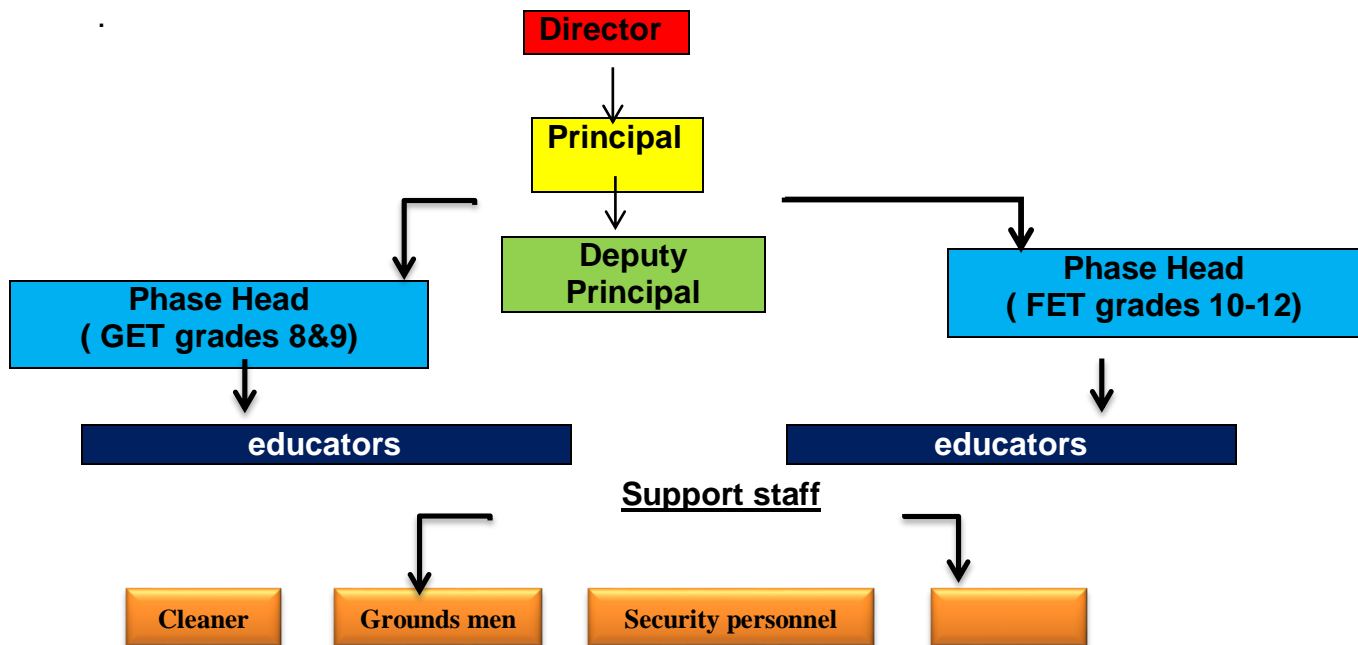
Governance Structure

The Director exercises full and effective control over Phuza Ulwazi Academy Pty Ltd.



Schools Management Structure

The following represents the academic management structure of the school. Positions are filled as and when required and if the school's business model allows for it.





School Constitution

Amendments to this Constitution

Any need that may arise to amend this Constitution will require the following steps to be adhered to in order for an amendment to be considered and effected:

- A proposal for an amendment shall be submitted to the Secretary of the Advisory Board.
- All amendments will be discussed in a duly constituted meeting.
- An amendment will only be effected if it enjoys a two thirds majority of the Advisory Board.

Dissolution of the Advisory Board

- The procedure for the disqualification or removal of a member of the Advisory Board shall be done by the Director for sufficient reasons and the dissolution of the Advisory Board shall be done after the term of office has expired. (Term of office is 2 years).

Conclusion

- This Constitution is the legal and official guiding document of this school.