

Constitution of Saturday Islamic School

Adopted on the 25th day of April 1996
Revised and amended on 24th day of October 2015



A Name

The name of the organisation will be Saturday Islamic School (SIS). SIS is a supported project of the East London Mosque (charity registration number: 239403).

B Mission Statement

The mission statement of SIS will be 'education and fun in the Islamic way'.

C SIS Values

The acronym for the SIS values is SALAM which is an Arabic word meaning 'peace'.

S is for a smile and being respectful

A is for always trying and doing our best

L is for learning to read and write

A is for being ambitious in this life and in the next

M is for being mindful and honest

D Administration

Subject to the matters set out below, Saturday Islamic School and its property shall be administered and managed in accordance with this constitution by the Governing Body, constituted by clause I of this constitution ("the Governing Body").

E Aims

Saturday Islamic School aims to educate Muslim girls and boys about Islam. Its approach to educate children about their culture and belief is very distinct and differs greatly from many of the commonly found traditional approaches. The key aims of Saturday Islamic School are to:

- a) equip girls and boys aged 6 – 15 years with the essential knowledge and understanding of Islam so that they are able to make choices and play an active and positive role in all aspects of their lives as British Muslims;
- b) provide the foundation of the core knowledge, skills and understanding so that children can be (i) confident individuals; (ii) successful learners and (iii) responsible citizens;
- c) provide children with a secure, safe and inspiring learning environment which promotes and fosters self-discipline, good manners, respect and consideration for each other, and;
- d) promote an awareness and understanding of our inter-dependent world.

F Objectives

The aims of Saturday Islamic School will be realised through a number of key objectives that will include the following:

- a) providing high quality learning through the use of good quality resources and teaching that supports learning about the Muslim faith;
- b) working in partnership with mainstream schools to provide faith-based complementary education which is cohesive and has a positive impact on the overall educational outcomes;
- c) providing culturally sensitive advice, information and support to children;
- d) creating opportunities for children to raise issues and discuss and share their ideas about contemporary matters;
- e) working in strong partnership with parents and other faith-based organisations such as mosques;
- f) developing skills to be more confident/independent – both in thinking and decision making, and;
- g) providing children with the opportunities to learn through play.

G Powers

In furtherance of the aims and objectives, but not otherwise, the Governing Body may exercise the following powers:

- I. power to raise funds and to invite and receive contributions, provided that in raising funds the Governing Body shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- II. power to buy, take on lease or in exchange any property necessary for the achievement of the objectives and to maintain and equip it for use;
- III. power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the organisation;
- IV. power to employ such staff (who shall not be members of the Governing Body) as are necessary for the proper pursuit of the objectives and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependent;
- V. power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objectives or of similar charitable purposes and to exchange information and advice with them;
- VI. power to appoint and constitute such advisory committees as the Governing Body may think fit, and;
- VII. power to do all such other lawful things as are necessary for the achievement of the objectives.

H Admission

The school shall adopt the admission policy, which on the whole, is consistent with the Local Authority's admissions policy in that priorities will be given to:

1. children of the right age group for which places are available
2. children whose needs can be met by the school
3. children who live close to the school
4. children who have siblings (brothers and sisters) in the school

I Governing Body

- (i) The governing body of Saturday Islamic School will operate in accordance with the following principles:

The governing body will discharge the following core strategic functions —

- ensure that the vision, ethos and strategic direction of the school are clearly defined and linked to the aims and objectives;
- ensure that the headteacher performs the responsibilities for the educational performance of the school, and;
- ensure the sound, proper and effective use of the school’s financial and other resources in accordance with clause G of this constitution.

In exercising their functions the governing body will —

- act with integrity, objectivity and honesty and in the best interests of the school, and;
- be open about the decisions they make and the actions they take and be prepared to explain their decisions and actions to interested parties.

- (ii) The re-constituted governing body will have the following composition:

	Category	General role	Specific skills/experience
1	Foundation governors from ELM	These governors have a particular purpose to safeguard the character of the school and ensure it is conducted in accordance with any founding principles.	Curriculum and school improvement
2			Partnership and wider links
3			Safeguarding & Health & Safety
4			Finances
5	Parent governors nominated/elected by SISPA – 1 from each branch	govern the school in the best interest of pupils, not to represent the interests of the constituency from which they are elected or appointed	Fundraising
6			Curriculum support
7			Pupil engagement
8			Wider community links/cohesion
9			Parental involvement
10			Staff governor (one of whom must be HT)
11	-		

- (iii) The terms of office for the governors will be four years to ensure continuity and progression. The governing body will meet at least once every term (3 times during an academic year). The quorate will be four governors excluding the staff.

- (iv) The Chair of the governing body will serve for a minimum of two and a maximum of six consecutive years. Anyone other than staff governors can be nominated for the Chair.

- (v) Anyone other than the staff governors can be nominated for the Secretary. The key functions of the Secretary will be as follows:
- Ensuring efficient functioning of the governing body;
 - convening meetings; issuing notices, agendas and associated paper at least 7 days in advance to all governors;
 - producing draft minutes for agreement by the Chair;
 - keeping record of the decisions and work of the Governing Body, and;
 - maintaining an attendance register for the governors.
- (vi) Committees and sub-committees
The governing body will have the authority to set up committees and sub-committees to meet specific requirements. Members of the GB will serve in committees and sub-committees.
- (vii) Associate Members
Governors can also appoint Associate Members from SIS-PA or others with very specific skills and/or experience to support a project and serve in a committee or a sub-committee. Associate Members will not have voting rights and can only be appointed for one academic year. However, their membership can be renewed for a further year should there be a need. Associate Members will only attend GB meeting to which they are invited as observers.
- (viii) SIS-PA (Saturday Islamic School Parents' Association)
The main role of SIS-PA will be to ensure good involvement and effective engagement from all sections of the SIS parent community. SIS-PA will provide practical and logistic support with a range of SIS activities, particularly in terms of the following:
- provide support with trips and visits by volunteering and/or helping to recruit suitable parent volunteers;
 - help disseminate information about the school during enrolment, admissions and report days; as well as respond to general enquiries;
 - support with the arrangement of the annual Fun Day;
 - support with the arrangement of the Annual Presentation Day;
 - help with specific fundraising activities;
 - discuss and agree 1 or 2 projects to be delivered each academic year in each of the branches;
 - contribute to the work of SIS governing body as Associate Members, and;
 - nominate/elect one member to be part of the SIS governing body from each of the branches.
- (ix) Membership of SIS-PA
All parents of pupils who currently attend SIS will have the opportunity to self-nominate themselves to be a member of SIS-PA. The governing body will decide when to open membership of the SIS-PA depending on the needs of the school.
- (x) SIS-PA meeting
SIS-PA will meet once every half-term term at branch level and once a year at school level.
- (xi) Parents who are members of the GB will attend the SIS-PA meeting at their branches. Other GB members will also attend SIS-PA meeting as necessary. All members of SIS-PA will have at least one meeting annually with the full governing body as observers.

- (xii) **Conduct and suspension / removal of governors**
The governing body has adopted a Code of Conduct for Governors by the National Governors' Association (2015). Significant breaches of the Code could be grounds for suspension or removal if they are inconsistent with the ethos of the school or likely to bring the school or the governing body or office of governor into disrepute. In these circumstances the governing body will follow the procedures for suspension of a governor as set out in the statutory regulations of school governance at the time.