



## SCHOOL GOVERNANCE POLICY



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Key information

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### **ARTICLE 1**

The Greek Community School of Newcastle (GCSN) operates in Newcastle Upon Tyne according to the provisions of this constitution, and operates on the premises of facilities provided by the St Mary's Catholic School, Benton Park Rd, Newcastle Upon Tyne NE7 7PE.

The name of the School is "**Greek Community School of Newcastle**", Ελληνικό Παροικιακό Σχολείο Νιουκάσλ".

### **ARTICLE 2**

The School belongs to and is managed by the members of the local Greek Community of Newcastle upon Tyne and surrounding areas. The school is recognised by both the Hellenic Education Office and the Cyprus Educational Mission, both based in London, UK, following their directives and regulations. Members of the Greek Community of Newcastle upon Tyne also include those from other nationalities who share common bonds and ties with Greek Community members.

### **ARTICLE 3**

The aims of the Greek Community School of Newcastle are:

- To advance the education of pupils and the wider community in the Greek language, history and culture.
- To enrich and develop pupils' identity.
- To nurture and develop pupils' consciousness of their cultural heritage and history.
- The preparation of Children and Adults of Greek/Cypriot origin to participate actively and equally in life and normal activities as citizens of the United Kingdom.
- To advance the education of Adults of non-Greek origin.

#### ARTICLE 4

The Greek Community School follows a Syllabus based on, but not limited to, the official educational materials and programs provided by the Greek and Cypriot Ministries of Education which is made available to all the Greek Schools in the UK by the Hellenic Education Office and Cypriot Educational Mission. Course books and other teaching material are distributed directly from the Greek and Cypriot Ministries of Education. This material is very rich and modern and specifically designed and produced in order to meet the needs of children of Greek origin who live in the UK. The subjects that are taught are:

- Modern Greek language
- History and Culture
- Greek and Cypriot traditional Dances
- Theatre and Greek music

#### ARTICLE 5

The parents of children who are enrolled in the Greek Community School of Newcastle elect their representatives of the Greek Community School Board, during a specially convened Parents General Assembly. The number of representatives is defined in article 6.

#### ARTICLE 6

The Greek Community School of Newcastle is governed by the Greek Community School Board members who act as Trustees of the Charity. The Greek Community School Board comprises of three to five (3-5) members who are elected by the Parents General Assembly annually during a specially convened Parents General Assembly (see article 5).

Elections are held at the end of the academic year. Only parents of children enrolled in the school during both the finishing *and* following academic year are eligible to be elected board members. Parents of children that are not continuing next year or ones that have not started yet are not eligible. An exception applies if there are not enough candidates to fulfil the minimum of 3 board members.

Only parents of children enrolled in the school during the finishing academic year can vote for the election of the board.

The members of the School Board act in a voluntary capacity and shall not profit from their position either through monetary or through non-monetary means. Members of the Board may be reimbursed for certain expenses. Details that explain what can be reimbursed can be found in the Charging Policy.

Greek Community School Board Members elect among themselves their Office bearers, during their first meeting. In a 5-Member board, office bearers are the Chair, the Vice-Chair, the Secretary, the Vice-Secretary, the Treasurer and the Vice-Treasurer. In a 3-Member board the office bearers will be the Chair, the Secretary and the Treasurer.

The elected Chair represents the Greek Community School Board:

A) in the General Parents Assembly and in the Greek Community Council and attends, after invitation, the meetings of the latter whenever needed.

B) in meetings with the Hellenic Education Office and the Cyprus Educational Mission along with another member of the Greek Community School Board, if they so wish.

All decisions by the board for the school operation will be taken with a >50% majority consensus among the board members

The number of Members in the Greek Community School Board may be amended by the Parents General Assembly. The board member number may never go below three. The voting percentage should always ensure fairness of decision making and no concentration of authority.

## ARTICLE 7

The Greek Community School Board is under the direction of and accountable to the Parents General Assembly.

The Greek Community School Board is responsible for the following:

- The general progress and smooth operation of the School

- The maintenance, communication and implementation of the School Policies (see Article 14) by Parents, Pupils and the Greek Community School Board itself
- The arrangement of appropriate fund-raising events for maintaining the financial viability of the School
- Submitting to the Parents General Assembly, at the start of each academic year, a proposal for setting the level of proposed donations and arranging the payment of these donations
- Hiring, appointing and dismissing Teachers as required
- Submitting to the Parents General Assembly, at the start of each academic year, a proposal for adjusting the salaries of teaching staff and arranging their prompt payment
- Appointing designated volunteers, among parents and other Greek Community members, for executing tasks and organising events, should that be deemed necessary
- Providing the necessary support to the Head Teacher and the Teachers for the normal execution of their duties
- Agreeing at the start of each academic year, the Greek Community School Terms timetable in collaboration with the Head Teacher and the Teachers of the Greek Community School Terms timetable
- Working closely with the Teachers in organising Greek National and Religious Celebration events and the opening and closing ceremonies
- Receiving from the Head Teacher his/her annual report on academic issues
- Submitting proposals to the Parents General Assembly with regards to the number of teaching staff necessary for the operation of the Greek Community School
- Submitting for approval the name(s) of children who may be exempt from the payment of contributions.
- Receiving all incoming mail and corresponding with the parents of enrolled children

## ARTICLE 8

The duties of the Chair of the Greek Community School Board (also known as the School Director for Charity Registration purposes) are defined as follows, and should be supported by one board member:

- He/she chairs all meetings of the School Board, which normally meets monthly or more. He/she represents the Greek Community School Board in the meetings of other Greek Community Councils at Newcastle, when needed
- He/she represents the Greek Community School Board in the meetings with St Mary's Catholic School
- He/she represents the School Board in the meetings with the Hellenic Education Office and/or the Cyprus Educational Mission both based in London
- He/she arranges for the agenda items of the meetings and signs the minutes together with the Secretary
- He/she receives a financial report from the Treasurer at anytime he/she deems necessary
- He/she is responsible for the safekeeping of all Greek Community School records, such as pupil roll, official stamp, letterheads etc
- He/she is represented by the Vice-Chair in his/her absence. In the 3-member board the role of the Vice Chair will be undertaken by the Secretary or Treasurer (who will have to decide among each other in the beginning)

## ARTICLE 9

The duties of the Secretary are defined as follows:

- He/she takes the minutes of all Greek Community School Board meetings and forwards one copy to the Parents General Assembly when requested. He/she and the Chair are responsible for the safekeeping of all such minutes. Minutes are locked for editing after a week.
- He/she collects and maintains accurate records of the school enrol details of every enrolled pupil, addressing details of their parents and any other information deemed as necessary
- He/she makes that information available to the Head Teacher and the teaching staff, in a usable format
- Upkeep of the Greek School of Newcastle Facebook page and/or Website (where applicable)

- He/she countersigns with the Chair all outgoing correspondence, whenever necessary

#### **ARTICLE 10**

The duties of the Treasurer are defined as follows:

- He/she maintains the School's bank account, receives and deposits all monies and countersigns with the Vice-Treasurer and/or the School Director all cheques issued against the School's account
- He/she issues all receipts for monies received from contributions, fundraising activities, donations or any other source,
- He/she maintains a list of contributions paid against each pupil enrolled for the school year,
- At the end of each financial year, which lasts from September to August, he/she produces the profit and loss account and he/she submits it for approval to the School Board. At the same time, a copy is also published to the Parents General Assembly
- He/she is represented by the Vice-Treasurer in his/her absence
- The School finances will be reviewed periodically (at least annually) by an independent chartered accountant

#### **ARTICLE 11**

The School Board may keep the official stamp of the School. This must bear on its periphery the inscription of the name of the School. The language of the stamp is Greek and English.

#### **ARTICLE 12**

Should circumstances in the community dictate the amendment of these regulations, these amendments can be approved by a board majority. Any changes to the charter must be submitted to the Parents General Assembly for its approval.

### **ARTICLE 13**

If the charity is dissolved, any remaining funds will be donated to a registered charity or educational organisation that supports Greek language education or cultural activities in the Newcastle area.

### **ARTICLE 14**

The School policies are listed as follows:

At The Greek Community School of Newcastle we strive to provide a safe, supportive and fun learning environment for everyone. We accomplish this by running our school in accordance to our school Ethos as outlined in our school mission and by adhering to our school policies and procedures.

The policy index is as follows:

- a) **POL-001 "School Governance Policy"**
- b) **POL-002 "School Administration Policy"**
- c) **POL-003 "Charging Policy"**
- d) **POL-004 "Teachers & Learning Policy"**
- e) **POL-005 "Curriculum Policy"**
- f) **POL-006 "Homework Policy"**
- g) **POL-007 "Marking and Feedback Policy"**
- h) **POL-008 "Health and Safety Policy"**
- i) **POL-009 "Antibullying Policy"**
- j) **POL-010 "Child protection and Safeguarding"**
- k) **POL-011 "Mobile phone, Video and Images policy"**
- l) **POL-012 "Complaints policy"**
- m) **POL-013 "Behaviour Policy"**
- n) **POL-014 "Admissions Policy"**
- o) **POL-015 "Accidents and Incidents Policy"**



p) POL-016 “Donations & Fundraising Policy”

q) POL-017 “Recruitment Policy”

r) POL-018 “Staff Code of Conduct Policy”

In the event a policy becomes irrelevant or outdated, i.e. due to a change in the law, the School Board and Head Teacher collectively retain the right to make and publish all necessary amendments.