



Terms of Reference for the School Committee of the Holy Cross Greek School, London

1. Purpose

The School Committee of the Holy Cross Greek School, London is established to oversee the administration, operation, and development of the School. It is there to create strong communication and collaboration between parents and the school for the benefit of student well-being and the overall success of the school.

The Committee works under the guidance and authority of the Holy Cross and St Michael Church Council (under the legal entity of the Greek Orthodox Community of Barnet) ensuring that the School supports the religious, cultural, and educational mission of the Greek Orthodox Church.

2. Key Responsibilities

2.1. Student Support

- Work with the Headteacher to identify and address any student issues.
- Collaborate with the Headteacher to implement the child protection, health and safety policy in compliance with relevant legislation.
- Ensure a School Committee representative is present at the school during operation hours.

2.2. Facilities and physical resources

- Ensure appropriate school buildings and facilities are available for comfortable learning.
- Secure school supplies, textbooks, any uniforms (if appropriate), theatre costumes, audiovisual media, technological equipment, and other necessary resources.
- Maintain the safekeeping of all school property.
- Run the school tuck-shop every Saturday.

2.3. Financial management

- Work with the Headteacher to organise events to secure additional financial resources.
- Oversee the collection of tuition fees.
- Prepare and manage the School's budget, ensuring that financial resources are used efficiently and in alignment with the School's goals.
- Oversee all financial transactions through the Treasurer or Chairperson, ensuring that funds are used in accordance with the school's mission and priorities.
- Prepare and present an annual financial report to the Church Council, including a budget for the upcoming year.
- Be open to regular audits to ensure transparency and accountability.
- Oversee the collection of tuition fees and any additional fundraising activities to support the School's programmes.
- Report every term to the Church Council on the School's financial status, including income, expenses, and any funding needs.

2.4. Staff recruitment and management

- In cooperation with the Headteacher and Heads of KEA/EEA, ensure that the school is adequately and efficiently staffed to meet its educational objectives, according to the resources it has.
- Work with the Headteacher to recruit qualified teachers and staff who are committed to the mission of the School.
- Participate in the appointment and scheduling of staff hours, in coordination with the Headteacher and KEA.
- Ensure that all staff members are familiar with and adhere to the School's educational philosophy and objectives.

2.5. Administration

- Ensure that the School operates in compliance with KEA/EEA and Archdiocese guidelines.
- Leave the educational and teaching administration duties of the School to the Headteacher and teaching staff.
- Assist the Headteacher, to report accurate records of student attendance, progress, and other pertinent information.
- Ask for prior permission from the Headteacher for any School Committee member, to enter any classroom, unless there is imminent danger.

2.6. Communication and Events

- Hold monthly meetings with the Headteacher to discuss school operations and address concerns.
- Cooperate with the Headteacher on information materials for students (brochures, announcements, forms) following relevant regulations.
- Assist the Headteacher in organising school celebrations and events.
- Foster open and effective communication between the School, parents, and the broader Church community.
- Encourage active parental involvement in the School's activities, including volunteering and participation in events.

2.7. Reporting and accountability

- Report every term to the Church Council on the School's operations, including student enrolment, academic progress, and any challenges or achievements.
- Prepare an annual report summarising the School's activities, financial status, and future plans for presentation to the Church Council.

3. Structure and Membership

3.1. Composition

The School Committee shall consist of the following elected members:



- A Chairperson, elected by the parent body of the School.
- A Treasurer, responsible for managing the School's finances, elected by the parent body of the School.
- A Secretary to manage the School Committee meetings, elected by the parent body of the School.
- Three parent representatives, elected by the parent body of the School.

There will also be additional appointed members:

- The School Headteacher, who oversees the operations of the School.
- One representative from the teaching staff, elected by the teaching staff of the school.
- Two representatives from the Holy Cross and St Michael's Church Council, appointed by the Church Council.
- The Priest-in-Charge of the community as an ex-officio member.
- The Chairperson of the Holy Cross and St Michael's Church Council as an ex-officio member.
- Additional members as needed, appointed by the Church Council or elected by the parent body.

3.2. Meetings

- The School Committee shall hold regular meetings, typically once a term, to discuss and manage the School's affairs.
- Special meetings may be convened as necessary to address urgent issues.
- Minutes of all meetings shall be recorded and submitted to the Church Council for review.

3.3. Decision-making

- Decisions within the School Committee shall be made by consensus or by a majority vote of members present at the meeting.
- The Chairperson of the School Committee shall have the casting vote in the event of a tie.

3.4. Term of office

- Elected and appointed members of the School Committee shall serve a term of two years, with the possibility of reappointment or re-election.
- Any vacancies that arise during the term may be filled by appointment by the School Committee or the Church Council until the next election.

4. Reporting to the Church Council

- The School Committee is directly accountable to the Church Council and shall seek its approval for major decisions, including budget proposals, significant policy changes, and the appointment of key personnel.
- The Committee shall ensure that all its activities and initiatives align with the broader mission and values of Holy Cross and Saint Michael Church.

5. Amendment of Terms

- These Terms of Reference may be amended by a two-thirds majority vote of the School Committee, followed by final approval of the Church Council.
- Any proposed amendments shall be communicated to the Church community for feedback before final approval.

6. Effective Date

- These Terms of Reference are effective from the date of approval by the Church Council and will remain in force until amended or superseded.

Reference

The purpose and responsibilities in this terms of reference follow the KEA Duties and Responsibilities of Community Schools in the United Kingdom.

This can be found at https://kea.schools.ac.cy/data/uploads/paroikiaka_scholeia/idrysi-kai-leitourgia-eps/kathikonta-kai-efthynes-diefthynton-ekpaideftikon-kai-scholikon-epitropon.pdf