



THE EDINBURGH HELLENIC SCHOOL OF ST ANDREW ΕΛΛΗΝΙΚΟ ΣΧΟΛΕΙΟ ΑΓΙΟΥ ΑΝΔΡΕΑ ΕΔΙΜΒΟΥΡΓΟΥ

THE EDINBURGH HELLENIC SCHOOL OF ST. ANDREW CONSTITUTION

ARTICLE 1

The Greek School operates in Edinburgh according to the provisions of the constitution of the Archdiocese of Thyateira and Gt. Britain, bearing the name of the Orthodox Community it operates under. Its name is: **"The Edinburgh Hellenic School of St. Andrew"**

The School belongs to and is managed by the local Orthodox community of St. Andrew and it is by default member of the Central Educational Council (KES) of the Archdiocese of Thyateira and Gt. Britain, following its directives and regulations.

ARTICLE 2

The aims of the Edinburgh Greek School are:

- The teaching of the Greek language and history.
- The education of children of Edinburgh's Greek community within the provisions of the Greek Orthodox civilisation and culture.
- The preparation of children of Greek origin to participate actively and equally in the life and normal activities as citizens of the United Kingdom.

ARTICLE 3

The parents of children who are enrolled in the Greek School of Edinburgh elect their representatives in the School Board Committee, during a specially convened General Meeting. The number of representatives is defined in article 4.

ARTICLE 4

The Greek School is governed by the School Board Committee which comprises the following five members:

- * Four members who are elected by the parents every two years during a specially convened General Meeting (see article 3).
- * Two of those elected can belong to any other Christian religion other than the Greek Orthodox. Such members may not serve for more than two consecutive terms, i.e. a total of four years.
- * The Chair of the School Board and Head of School, as an ex-officio member, is elected by the Edinburgh Orthodox Community at the AGM, as per community's constitution.

Members elect among themselves their office bearers, during their first meeting. Office bearers are the Secretary and the Treasurer. The secretary assists the Chair of the School Board and holds ex-officio the post of Director of Studies.

The Elected Chair represents the School Committee in the Community Council and attends the meetings of the latter and presents the progress of the school its accounts and any other matter related to school at the AGM of the Edinburgh Orthodox Community.

The number of representatives in the School Board Committee may be amended by the Community Council, if Community and School needs dictate so.

The School Board Committee is under the direction of the Edinburgh Orthodox Community Council to which it is directly accountable and is responsible for the following:

- * The general progress and smooth operation of the School,
- * The arrangement of appropriate fund raising events for maintaining the financial viability of the School,
- * At the start of each academic session - setting the level of tuition fees and arranging for their prompt payment there-afterwards
- * At the start of each academic session - setting the salaries of teaching staff and arranging there afterwards their prompt payment
- * Appointing working parties among parents and other community members, for particular tasks & events, should that be deemed necessary,

* Providing the necessary support to the School Board Chair /Head of School and the Teachers for the normal execution of their duties, agreeing every year with the Teachers the operating timetable of the School,

* Working closely with the Teachers in organising the National and Religious Days (28th October, Christmas, Three Hierarchs, 25th March/1st April) and the opening and closing ceremonies,

* Receiving from the School Teachers their annual report on academic issues.

ARTICLE 5

The duties of the Chair of the School Board are defined as follows:

- He/she chairs all meetings of the School Committee, which normally meets bi-monthly, as needed
- He/she represents the School Committee in the meetings of the Community Council, within the restrictions of article 4.4,
- He/she arranges for the agenda items of the ordinary bi-monthly meetings and signs the minutes together with the Secretary,
- He/she receives a financial report from the Treasurer at any time he/she deems necessary,
- He/she and the Secretary/Director of studies are responsible for the safe keeping of all School documents, such as pupil roll, attendance records, official stamp, letterheads etc,
- He/she submits to the School Committee for approval the name(s) of children who may be exempt from the payment of tuition fees,
- He/she is represented by the Secretary in his/her absence. The restrictions of article 4.4 do also apply in such circumstances.

ARTICLE 6

The duties of the Secretary/Director of studies are defined as follows:

- He/she takes the minutes of all School Committee meetings and forwards one copy to the rest of the board members.
He/she and the Chair are responsible for the safe keeping of all such minutes.
- He/she collects and maintains accurate records of the school roll, 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 School Director and the teaching staff, in a usable format.

- He/she receives all incoming mail, corresponds with the parents of enrolled children and countersigns with the Chair all outgoing correspondence, whenever necessary.

ARTICLE 7

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 School Director all cheques issued against the School's account,
- He/she issues all receipts for monies received from fees, fund raising activities, donations or any other source,
- He/she maintains a list of fees 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 Committee. At the same time, a copy is also furnished to the Treasurer of the Community Council and is presented by the Head of School at the Orthodox community's AGM

ARTICLE 8

The School Board Committee may keep the official stamp of the School. This must bear on its periphery the inscription "Holy Archdiocese of Thyateira and Great Britain" and the name of the School in the centre.

ARTICLE 9

Should particular circumstances in the community dictate the amendment of these regulations, these amendments must be submitted by the Community Council in advance to the Archdiocese for its approval.
