



12th October, 2016

INVITATION TO THE ANNUAL GENERAL MEETING (A.G.M.)

Monday 31st October 2016

18:30

the English School Hall

Dear Parents and Guardians,

ESPA Council would like to welcome all Parents and Guardians (Parents) to this year's AGM, which is to take place on Monday, 31st October 2016.

The English School Parents Association's primary scope is to represent the interests of all English School parents, raise and address issues of concern and support the school in achieving its goals as an institution of educational excellence that is comparable to the best performing private schools in the UK.

ESPA's efforts during the academic year 2015 / 2016 were focused on four pillars:

1. Educational Excellence

- a. Addressing issues of parents' concerns on incidences where "Educational Excellence" has not been served
- b. Supporting and further encouraging high educational performance through sponsorships and awards
- c. Coordinating with the school in improving Policies, Procedures and Monitoring Practices that will ensure the further development of the school and its academic success

2. Infrastructure and School Facilities

- a. Addressing issues of infrastructure and safety
- b. Coordinating with the school and supporting the improvement of facilities

3. Support and Encourage the further Development of Clubs and Other School Activities

- a. Physical support with activities
- b. Sponsorship and Infrastructure

4. Supporting and Improving School Interaction and celebrate the Multicultural ethos of the School

- a. Organising a number of events and activities with the view to bring parents together in an interaction with the students and the school

Note: Please find attached a list of ESPA's main activities during the academic year 2015 /2016.

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To achieve our yearly objectives, we cooperate, via an open line of communication, with all other stakeholders of the School community; the Board of Management, the Headmaster and Staff, Parents, Students and the English School Old Boys and Girls Association (ESOBGA), on a regular basis, with the view of identifying ways to further improve the school, find constructive solutions and share ideas on various issues, for the benefit of the school and its students.

ESPA joined its efforts with the School's Management and Board to ensure that the school excels and retains its status as an institution of academic excellence and the best school on the island.

Over the years, ESPA successfully organised social events, contributed to charity events, subsidised travel for students representing our school abroad and contributed towards school equipment such as furniture and fittings and the school infrastructure. At the same time, we quietly work for positive changes in curriculum, teaching methods, discipline, school infrastructure and other issues of concern of our members and the school.

ESPA Council strongly encourages and welcomes the active participation of all parents in its efforts to support the school and the students to achieve their goals and expresses its pride for the School's ongoing achievements. Having said that, ESPA Council is always ready to constructively address issues that will improve the school and ensure its future success.

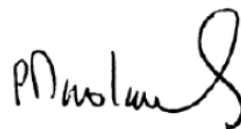
Note: ESPA membership form attached and online www.jccsmart.com/eBills/Welcome/Index/25172016

We take this opportunity to welcome all Parents and Students to the new academic year and wish them every success.

We further invite all Parents to attend the AGM and join our efforts and joy of supporting the school.



Marios Anastasiou
ESPA Chairman



Dr Paola Nicolaides
ESPA Secretary

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AGM AGENDA

1. Addresses
 2. Approval of Minutes of the AGM of 29th October, 2015
 3. Report by the ESPA Chairman, Mr Marios Anastasiou
 4. Accounts and Auditors' Report
 5. Nomination and approval of Auditors
 6. Elections (expected to begin around 20:00 and ballot boxes will close by 22:00)
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1. All Parents/Guardians of the English School are invited to attend the Annual General Meeting of ESPA.
2. In accordance with the ESPA Constitution, five (5) new members will be elected to serve on the ESPA Council (the total number of the members of the ESPA Council is 15).

Nominations must be submitted to any member of the Secretariat, Mr. Marios Anastasiou, Mr. Markellos Lymbouris, Dr Paola Nicolaidis, Mr. Anastasios Athanasiades, Mrs Polina Antoniadou or Mr. Elie Salame of the ESPA Council *at least* 48 hours before the AGM *provided* they have already settled their membership, on a specially prepared form (attached) which must be signed by the person nominated and by a supporting person member of ESPA.

Candidates may, if they so wish, include a short CV of max 50 words together with the form, which shall be circulated to the members present at the AGM and present themselves to and address the AGM for a maximum time of 2 minutes.

The constitution, the application form and contact details of the Members of the Secretariat can be found on the school website – parents section (www.englishschool.ac.cy).

3. Please remember to pay your subscription not later than 6:30pm on the 29th of October 2016, (Euro 26.00 per family), which will enable you to vote and be voted. Both parents/guardians are eligible to vote with one subscription. It is preferable to settle your subscription at the Bank or the JCC Smart portal prior to the AGM. Subscription payment can be made on the day of the AGM from 18:15 onwards.
4. You are also required to bring with you proof of identity such as an I.D. card, a driver's licence or any other similar document bearing your photo.
Please note that without proof of payment of the subscription and proof of identity, you will not be able to vote or be voted. So please remember to have both documents with you on the day of the AGM.
5. Copies of the Accounts and the Minutes of the Annual General Meeting of 29th October 2015 will be available on the school website – parents section (www.englishschool.ac.cy) and on the day of the AGM.

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MAIN ACTIVITIES 2015|16

Meetings

- Headmaster regular meetings Monthly
- Board of Management meetings Quarterly
- Students Council coordination meetings Regularly
- ESPA Council Meetings Monthly
- Pancyprian Federation of Parents and Guardians Association of Private Schools Monthly

Sponsoring School Activities

- Astronomy Club: Donation to ALZHEIMER'S Society
- Y7 students BBQ event
- Y7 students <<TSIKNOPEMPTI>> event
- Top Mathematics Achievement Award
- Jazz Night
- Internet Safety event
- "Sharing an island" event
- ES Car Wash event
- Nicosia Athletics Competition
- Career's Fair event

Sponsoring the School's International Representations

- Formula 1 in Schools competition Sponsorship
- London International Youth Science Forum (LIYSF) Sponsorship

Contribution to School Equipment / Infrastructure

- Furniture for the Hall backstage
- Maintenance of Radio Club building
- Purchase of Refrigerator

Issues Addressed with the School

A. General and Policy Matters

- International Schools Inspectorate (ISI): Report and Implementation
- KPMG 5 year Business Plan
- Private Lessons / Tuition
- Decision of supporting a 4th A' Level
- Fees Increase
- Entrance Exams
- Creation of a Fund Raising Committee
- Acceptance of A' Levels as Alternative Entry Requirements for Cyprus Public Universities

B. Pastoral and Educational Matters

- Bullying Concerns
- Y7 A' levels preparation
- Excessive number of students in class
- Meeting with Greek Department

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- Curriculum restructuring
- Leaving Certificate

C. Infrastructure Matters

- Main Building stonewall crack
- New Newham Building
- Traffic Arrangements
- Asphaltic Pavement

D. Parents' Issues and concerns

We have addressed a number of individual parents' concerns of academic and other nature, including but not limited to:

- Staff Training
- Participation in European Youth Parliament
- A number of specific issues relating to subjects, classes and departments, retaining the parents' anonymity

ESPA Events Organised

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|--|----------------|
| • Newcomers Parents Cocktail (co-organisers) | September 2015 |
| • Y7 New academic year BBQ | September 2015 |
| • BBQ | November 2015 |
| • Xmas Concert | December 2015 |
| • Minister of Energy, Commerce, Industry and Tourism visit to School (co-organisers) | April 2016 |
| • Rock Night | April 2016 |
| • Treasure Challenge | April 2016 |
| • Graduation Ceremony Sponsors | June 2016 |
| • Publication of Leavers' Yearbook | June 2016 |
| • Leavers' Dance | June 2016 |

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APPLICATION FOR ELECTION TO THE ESPA COUNCIL AGM 31st October, 2016

Name of candidate parent/guardian* :

Nominated by ESPA member* :

Candidate Contact Information:

Mobile Tel. No:

E-mail:

Class/es of child/ren:

Please tick:

I attach a short C.V. of maximum 50 words.

I authorize ESPA to distribute my C.V. during the AGM and also post it in the ESPA website.

I intend to give a short speech of not more than 2 minutes at the AGM before the elections.

.....
Candidate Signature

.....
Nominator Signature

Date

Date

This Form must be delivered to any member of the Secretariat: Mr. Marios Anastasiou, Mr. Markellos Lymbouris, Dr Paola Nicolaides, Mr. Anastasios Athanasiades, Mrs Polina Antoniadou or Mr. Elie Salame of the ESPA Council the latest 48 hours prior to the commencement of the AGM. Contact details of the Members of the Secretariat can be found on the School website – parents section (www.englishschool.ac.cy) or by email to contactespas@espa.org.cy

This form MUST also be communicated to ESPA via email (scanned version) to contactespas@espa.org.cy

* Candidates and members must have settled memberships prior to submitting this application

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ESPA CONSTITUTION | ARTICLE 12 – ANNUAL GENERAL MEETING (“AGM”)

1. The Annual General Meeting is the supreme administrative body of the Association and all its decisions bind the Members and the ESPA Council.
2. The AGM will be convened immediately following the commencement of the School year and not later than the 31st October, at such time and place as may be determined by the ESPA Council.
3. The Activities of the AGM shall be:
 - (a) Report on the activity of the previous year, from the Chairman of the ESPA Council.
 - (b) Certified financial statement and balance sheet from the Treasurer and Auditor's report.
 - (c) Approval of (b) above.
 - (d) Approval of minutes of any previous General Meetings.
 - (e) Decisions upon all subjects included in the Agenda.
 - (f) Nomination and approval of Auditors.
 - (g) Election of members to the ESPA Council.
4. The AGM of the members of ESPA, as the supreme body, may decide upon any issue provided this does not contravene the provisions of any Law, the School Regulations or the ESPA Constitution.
5. The AGM is summoned by an advance written notice of no less than 15 days, excluding the day on which the notice is given or deemed to be given. The notice shall specify the place, date and time of the Meeting and list the issues to be addressed.
6. Accidental or non-negligent failure to give notice to any member entitled to receive such notice, or failure to receive such notice by any such member does not annul the procedure or the decisions of the relevant Meeting.

ESPA CONSTITUTION | ARTICLE 21: ROTATION OF MEMBERS OF THE ESPA COUNCIL

At every annual AGM one third (1/3) of the members of the ESPA Council will retire. If 1/3 of the members is not a whole number, the number shall be rounded up to the immediately preceding whole number.

1. Members retiring will be the ones holding their posts for the longest period and any other members who wish voluntarily to retire.
2. In case that the members of the Council who retire are more than 1/3 of the members of the Council, the members who shall retire, other than any member who retires voluntarily, shall be chosen by lot unless an agreement is reached between those members as to which of them shall retire. In case the members of the Council who retire are less than 1/3 of the members of the Council, then, the next group of members with the longest service shall also retire and if they are more than what is required to achieve the total of 1/3 of the members of the Council who must retire, the members who shall retire among the second longest serving group shall be chosen by lot unless an agreement is reached between those members as to which of them shall retire. If, again, the second group of longest serving members is not sufficient to reach the number of members who must retire, the procedure described above shall be followed for the third longest serving group and so on and so forth until the required number to retire is reached.
3. Provided that the period of service of each member of the Council shall be calculated as from the time of his last election and any previous terms of service shall not be taken into account.
4. Any member who retires may be re-elected.
5. Any member of the Association may be a candidate for membership in the ESPA Council, upon completion of a special form prepared by the Secretary. Nominations are signed by the candidate in question and a supporting person, being already member of the Association. The nomination form completed and duly signed must be submitted to the Secretariat at least forty eight hours prior to the time at which the AGM is set to begin.

A member appointed by the ESPA Council to fill a vacant position will hold its post until the next AGM.



THE ENGLISH SCHOOL PARENTS ASSOCIATION

Notice for payment of your annual subscription for the Academic year 2016-2017
(Payment deadline: 29th October 2016)

Name of Pupil:

Student ID Number:

Class:

Amount due: € 26

Methods of Payment:

1. At the Bank

Payment can be made at any branch of the following banks:

- a. **Hellenic Bank**
Account Number: 115-10-346466-00
IBAN: CY28 0050 0115 0001 1510 3464 6600
BIC: HEBACY2N
- b. **Bank of Cyprus**
Account Number: 0136-05-013362
IBAN: CY69 0020 0136 0000 0005 0133 6200
BIC: BCYPCY2N

2. Through Electronic Banking of any Bank operating in Cyprus

Payment can be made to the following accounts:

- a. **Hellenic Bank**
Account Number: 115-10-346466-00
IBAN: CY28 0050 0115 0001 1510 3464 6600
BIC: HEBACY2N
- b. **Bank of Cyprus**
Account Number: 0136-05-013362
IBAN: CY69 0020 0136 0000 0005 0133 6200
BIC: BCYPCY2N

Please make sure that at the 'Transfer Details Section' you insert the name of the pupil and his/her pupil ID number given by the school and shown above.



3. By JCC Smart

Payment can be made online via the JCC Smart website.

- VISA and MasterCard are accepted but American Express is not accepted.
- Our payment portal appears under the category 'Professional Bodies and Associations'.
- Under 'Names of Parents/Guardians' please make sure that you include the names of both parents/guardians.
- In case you have more than one child attending the school, please mention the details of the youngest one.
- In the section 'Parents'/Guardians' Email Address' please mention the email address which is most frequently used.

In case you are paying by methods 1 and 2 above please return this document (scanned or photo) via email at contactespas@espa.org.cy after filling out the following info:

Names of parents/guardians:

ID num. of parents/guardians:

Parents/Guardians Email Address: