Chapter A: Parents Association of LGS

Article 1

Terms
LGS: Leicester Greek School
PA: Parents Associations refers to all parents and guardians of active kids of the LGS of all classes.
School community: refers to the entirety of the students, their parents, and the teaching staff of LGS, whose cooperation and living example are considered to contribute to the proper education of the students.
KEA: Κυπριακή Εκπαιδευτική Αποστολή (Cyprus Educational Mission)
LGSC: Leicester Greek School Committee
GA: General Assembly
AGM: Annual General Meeting
EGM: Extraordinary General Meeting

Article 2

PA of LGS is an autonomous but depended association to the CC under the same charity number (100538). As such the PA via the LGSC reports to the CC. The headquarters of the PA are located in the building that houses the LGS at 2 Sawday st. Leicester, LE2 7JW, UK.

Article 3

The objectives of the PA are:

- To ensure the smooth running of the LGS by identifying the needs and act promptly to accommodate them.
- To identify and resolve issues that arise during the operation of LGS and affect the daily life of the students.
- To ensure the health and safety of everyone within the premises of LGS.
- To contribute to the overall advancement and development of education, and in particular of schooling.
- To contribute to the preservation and promotion of Greek cultural heritage.
- To foster the development of critical thinking and a spirit of inquiry among pupils.

- To promote equality and equal opportunities between the two genders at all levels.
- To raise awareness within the school community in order to prevent the social exclusion of any child for any reason.
- To contribute to the personal development of pupils within a non-competitive environment.
- To support the mental and physical health of pupils.
- To strengthen environmental awareness and contribute to the protection of the environment.
- To foster a spirit of unity and cooperation among all members of the school community.

Article 4

To achieve the above objectives, the PA via the elected LGS Committee (LGSC):

- Works closely with the headteacher (HT) of LGS.
- Cooperates and communicates with KEA.
- Cooperates and communicates with the parents of the school's students.
- Collaborates with other similar organisations (such as PA at other schools), social and scientific bodies, local (e.g. municipality) and Greek and Cypriot authorities (e.g. Embassies, KEA).
- Generally, undertakes any lawful action or activity that contributes to the achievement of its objectives.
- Reports annually to the Community Council (CC) of the Greek Orthodox Community of Leicester.

Article 5

The PA's resources are the same as the LGS'. The PA administrates the LGS income which is defined as follows:

- Tuition fees.
- The voluntary contributions of the members.
- Donations and grants from any natural or legal person to the LGS.
- Income from various events organised by the PA.
- Any other income that lawfully accrues to the PA.

Chapter B: Membership and Elections

Article 6

Membership in the PA is automatic upon student registration. The members' activity is voluntary.

Members of the PA may be one or both parents of pupils attending any class of the LGS. If a member no longer has a child enrolled at the school, they automatically cease to be a member of the PA and, at the same time, lose the right to participate in its governing bodies or to represent the PS in any other body.

All members have equal rights and obligations. Each member has the right to vote and to stand for election, to participate in AGM and EGM, to take part in voting procedures, and to engage in the activities of the PA. Every member of the PA is entitled to one vote, regardless of the number of children they have attending the school. Each member also has the right to scrutinise and criticise the PA's governing bodies and representatives.

Every member is obliged to comply with the PA's constitution, contribute to the fulfilment of its objectives. A member who violates the provisions of this constitution or the LGS policy or engages in activities contrary to the aims of the PA may be expelled by decision of the AGM/EGM, after being invited in writing by the AGM/EGM to provide an explanation.

Article 7

Membership in the PA is not allowed or ceases for the following reasons:

- Parents whose children no longer attend LGS.
- Those who are expelled in accordance with Article 6 of this Constitution.

Article 8: Elections

The representative body of the PA is the LGSC and is elected.

Elections for the members of the LGSC are held in person by mid-November every two years.

LGSC members will serve a term of **two years**. At the end of their term, members may stand for re-election or choose to step down. Re-election will follow the same process as the initial election.

Elections are conducted by raising hands.

For the election of LGSC members, each voter may select up to **seven (7)** candidates. Elections are repeated with an electronic ballot if, in the initial vote, fewer than **one-fifth of the pupils** are represented by their parents.

Candidates not directly elected to the LGSC remain as **alternate members**. In the event of resignation, termination, or other impediment of a LGS Committee member, they are replaced by the next alternate member from the most recent elections, until all alternates are exhausted, for the remainder of the replaced member's term.

Representation of parents by another person is allowed only with written authorisation**.**

In the event of a tie, a draw is conducted before the Electoral Committee.

All parents/guardians have the right to vote. Members wishing to stand as candidates must make a brief statement of their candidacy prior to elections**.**

Chapter C: Bodies of the PA

Article 9

The bodies of the PA are the AGM and the LGSC.

Article 10: The Annual General Meeting (AGM)

The AGM is the highest and sovereign body of the PA. It convenes regularly once a year (AGM), by mid-November of each school year, and exceptionally whenever deemed necessary (EGM) by the

LGSC or when requested by one-fifth (1/5) of the members. In the latter case, the LGSC is obliged to convene the AGM within two weeks of the request.

The AGM has a quorum when at least one-fifth (1/5) of the members participate. If the quorum is not met, a new AGM is convened on the same day of the following week, at the same place and time, with the same agenda items, and is then considered quorate with the members present.

The convening of the AGM must be announced to the members at least one week in advance, via written notice specifying the place, date, time, and agenda items.

The proceedings of the AGM are chaired by the President and the Secretary.

Decisions of the AGM are taken by an absolute majority of the members present, except in cases where a special majority is required by the provisions of this statute.

All the above decisions are taken by a show of hands. For personal matters or the expulsion of a member, the AGM decides by secret ballot.

Article 11: Powers of the AGM

The AGM has overall authority to decide on any matter concerning the PA, and its decisions are binding on all other bodies.

Specifically, it:

- Elects the Presidium that chairs its proceedings.
- Approves or rejects the report of the LGSC.
- Elects the members of the Electoral Committee in accordance with the provisions of Article 8.
- Oversees and monitors the LGSC and has the right, by its decision, to suspend or remove their members for important reasons, particularly for serious breaches of duty, following notification and a hearing, with a three-quarters (¾) majority of those present.
- Decides on amendments to the statutes and the dissolution of the AGM.
- Decides on any matter not explicitly within the remit of the LGSC. It may also decide on any issue normally under the remit of the LGSC if the matter is referred to following a decision of the absolute majority of the members of LGSC.

Article 12: The LGS Committee (LGSC)

The LGSC consists of seven **(7) members and no less than five (5)** to ensure that it remains effective and manageable. Each member is elected individually for a two-year term.

Within eight (8) days of the election of new members, the LGSC convenes to elect five (5) officers, namely Chair, Vice-Chair, Secretary, Treasurer, and Safety officer, and two (2) regular Members. Elected LGSC members will be invited to express their interest in one of these roles. Roles will be allocated based on candidates' interests, skills, and experience. If multiple members express an interest in the same role, the LGSC may vote to determine the appointment.

To uphold impartiality, transparency, and fairness in the governance of LGS, the following membership guidelines must be met:

1) LGSC members must not be relatives of any teaching staff member at LGS. This includes, but is not limited to spouses, parents and children, siblings, extended family members (e.g., in-laws, aunts, uncles, cousins).

This requirement is in place to prevent any potential conflicts of interest and to ensure that decisions are made objectively and in the best interests of the school.

2) In the exceptional case when the (1) cannot be fulfilled an approval is needed by the LGSC and CC by majority.

All LGSC members should:

- Comply with the LGS policy and LGS PA constitution.
- Promote the ethos and values of the LGS.
- Participate in the monthly meetings.
- Participate in ad hoc meetings with the HT and with the CC when needed.
- Be present at LGS's premises on at least three Saturdays per year, during the morning or afternoon shift, providing help during the school term time. For this each LGSC member needs to possess a DBS certificate.

The LGSC:

- Convenes the AGM and prepares the agenda.
- Acts and decides in accordance with the statutes on any matter concerning the PA.
- Manages the LGS assets and determines and approves expenditures.
- Prepares the activity report and the budget, submitting them for approval to the AGM.
- Is responsible for implementing the decisions of the AGM
- Participates in regular meetings with the School's HT.
- Communicates with KEA and the CC.

Article 13: LGSC changes

If an Officer wishes to step down from their duty, since they are elected, they remain as a member of the LGSC.
If an Officer wishes to step down from their duty but also resign as a member of the LGSC:

- The LGSC may remain as such until the next AGM if it consists of five (5) or more members.
- The LGSC may call for new members to step in as interim until the next AGM. In this case the incoming LGSC member should be elected by the LGSC members.

If there is a vacant Officer role, this can be claimed by another officer or by another member of the council.

Article 14: LGSC meetings

The LGSC meets regularly once a month during the school term and exceptionally whenever the Chair deems it necessary or when requested in writing by three members, specifying the items on the agenda. A member of the CC is invited to the monthly meetings. When necessary, the HT may be present at the meeting in order to provide school updates and/or discuss issues that may arise.

A quorum is established when at least four members are present.

Decisions are taken by an absolute majority of those present. In the event of a tie, the Chair's vote prevails.

Decisions may also be taken via teleconference or any other electronic means, provided at least four members of the LGSC participate.

During the meetings the participants may share updates from the LGSC and PA and seek input or support from the CC where necessary; will raise any important concerns or ideas that could benefit both the school and the community; will promote transparency and open communication between the school and the community at large; will work collaboratively with the CC to strengthen the relationship between the school and the wider community, including joint events, initiatives, and outreach efforts.

The President ensures that the minutes from these meetings are also sent out to all members of both the committee and the CC to maintain effective communication.

Article 15: LGSC roles

1. Chair

- The President leads and chairs LGSC meetings, ensuring they are productive and run to schedule. In case of absence is substituted by the vice President. Prepares and distributes the meeting agendas.
- Acts as the main representative of the LGS, both internally and externally (e.g. with KEA, CC etc).
- Manages official correspondence.
- Coordinates with the school leadership (e.g., HT) on key issues and decisions.
- Ensures the committee functions effectively and adheres to its mission and vision.
- Fosters a positive and collaborative environment within the LGSC.
- Ensures adherence to all legal, financial, and ethical guidelines in all decision-making.

2. Vice Chair

- Assists the President in the overall governance of the committee.
- Steps in for the President when they are unavailable or unable to attend meetings.
- Helps mediate any conflicts or disagreements within the committee.
- Organises the LGS records (documents for teachers, certificates, qualifications etc).
- Organises the interviews for new staff when needed according to the LGS policy.

3. Secretary

- Record accurate minutes during all committee meetings and distribute them to committee members in a timely manner.
- Maintain an up-to-date record of the committee's documents, including meeting minutes, agendas, and school policies.
- Coordinate communication between the committee and other stakeholders, including parents, staff, the CC, KEA etc.
- Ensures that the minutes from meetings are promptly sent out to all committee members after each meeting to ensure transparency and effective communication.

4. Health and Safety Officer

- Ensures the school is compliant with health and safety regulations and policies.
- Conducts regular health and safety risk assessments to identify potential hazards.
- Develop, implement, and review health and safety procedures to ensure a safe learning environment.

- Ensures emergency procedures (fire drills, first aid, etc.) are in place and understood by all staff and students.
- Work with the LGS leadership to maintain a clean and safe school environment, including the school premises and facilities.

5. Treasurer

- Treasurer is LGS's bank account holder.
- Develops and monitors the school's budget, ensuring that funds are allocated appropriately.
- Tracks and reports the school's financial status to the committee regularly.
- Manages the school's financial records, including income and expenditure.
- Organises fundraising activities to support the school's financial needs.
- Ensures compliance with financial regulations and transparency in all financial transactions.
- Works with the committee to allocate funds for various school activities and initiatives.

6. Vice Treasurer

The Vice Treasurer is an officer that supports the Treasurer in their duties and steps in when the Treasurer is unavailable. The Vice Treasurer helps ensure that the school's finances are managed effectively and transparently. This role is usually occupied by one of the above officers. Vice Treasurer is LGS's bank account holder.

7. Building Accountability

The Building Accountability officer oversees the building use, reports problems and communicates with the CC for any issues or changes.

8. General Members

General Members provide essential support to the school and committee in various ways, contributing to the overall success of the school's mission and activities.

Article 16: Constitution Update

This constitution will be reviewed annually to ensure that it remains relevant and effective. Any updates or amendments to the constitution should be voted by the LGSC and presented during an AGM.

Updated and Signed at Leicester, UK

On 12/10/2026

Leicester Greek School Committee:

Chair: George Anastasakis
Vice Chair: Antonis Pavlakis
Secretary: Chrysa Avdellidou
Building Accountability: Esmeralda Toskaj
Treasurer: Grigoris Tzokatziou
Health and Safety Officer: Katerina Selvi

Vice Treasurer: Sofia Thodi