



THE PEGASUS ACADEMY TRUST



WHITEHORSE MANOR
INFANT SCHOOL



ECCLESBOURNE
PRIMARY SCHOOL



WHITEHORSE MANOR
JUNIOR SCHOOL



BEULAH INFANT &
NURSERY SCHOOL



CYPRESS
PRIMARY SCHOOL



ATWOOD PRIMARY
SCHOOL

Executive Principals:

Mr M J Roberts & Ms L D Sampson

Head of Upper School: Mrs N Carpenter

Head of Lower School: Mrs J Sorensen

2nd November 2023

Dear Parents/Carers,

We are writing to ask if you would consider becoming a Member of the Academy Council (MAC) at Cypress Primary School. Under the school's instrument of governance we have four parent representatives, elected by parents and carers of children in our school, on our Academy Council. We currently have two vacancies we would like to fill.

Marsha Douglas, our current chair of Cypress MACs, will be hosting a **'Meet the MACs' morning in the Lower School community room on Friday 3rd November from 9-10am**. Marsha and our other MACs will be more than happy to meet with anyone interested in applying, or to meet any other parents who want to learn more about what our MACs do. If you are unable to make this time, please leave your contact details at the school office and Marsha or one of the other MACs will arrange a phone call. Equally, the Heads of School are also willing to talk to you about the role. There are statements about what it is like to be a parent MAC attached to this letter.

We are looking for parents who are interested in playing a more active role in the life of Cypress Primary School and can commit themselves to approximately three meetings or visits a term. We need people who are IT proficient as a lot of communication is now electronic via emails or Google Meet.

It is also important that the MACs are reflective of our school community, so we welcome parents from all walks of life, backgrounds and ages (over 18) to apply. Very few people cannot be MACs but for your information please read the disqualification criteria on the third page of this letter.

If you would like to stand for election as one of our new parent MACs, or if you would like to nominate someone else, please complete the attached nomination form. All applicants will be asked to complete a declaration of suitability and must agree to a police check being carried out. If you want to nominate someone else, you need to check that they have a child at this school and that they are willing to be a member. You are welcome to put your own name forward.

Each person standing for election should prepare a short personal statement (no more than 300 words) which must be emailed to the school office: cypadmin@pegasusacademytrust.org. Please proof-read and format this carefully before sending as we will use your exact wording when we share your personal statement with the school community. We are happy to receive either electronic/scanned or paper copies of your nomination form.

Nomination forms and personal statements must reach the school offices by Monday 13th November at 3.30pm. If we receive more than two nominations, a ballot will be arranged.

Yours sincerely,

Jo Sorensen
Head of Lower School

Nikki Carpenter
Head of Upper School

**ELECTION OF MEMBER OF ACADEMY COUNCIL
NOMINATION FORM**

To nominate yourself please complete part A.

To nominate someone else complete part B yourself and ask them to complete part C.

Part A

I wish to stand for election as a parent MAC and understand that a DBS (Disclosure and Barring Service) check will be carried out.

My child attends this school.

My child's name is:

Class:

Signed:

Date:

Part B (Please also ask the nominated person to sign part 'C')

I wish to nominate _____ for election as a parent MAC at Cypress Primary School. This person is happy to be nominated and understands that a DBS (Disclosure and Barring Service) check will be carried out.

Signed:

Date:

Part C

I am prepared to stand for election as a parent MAC and have a child at this school.

Signed:

My child's name is:

Class:

Date:

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Nomination forms and personal statements must reach the school offices by Monday 13th November at 3.30pm. If we receive more than two nominations, a ballot will be arranged.

Additional information

Parents/carers cannot stand as a MAC if they:

- work for more than five hundred hours per year in the school;
- have a mental disorder and are liable to be detained under the Mental Health Act 1983;
- are subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429 (2) of the Insolvency Act 1986;
- have been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 from being concerned in the management or control of any body;
- are included in the list of teachers or workers prohibited or restricted from working with children or young people;
- are disqualified from working with children;
- are disqualified from being an independent school proprietor, teacher or employee by the Secretary of State;
- have been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a MAC or since becoming a MAC;
- have received a prison sentence of 2½ years or more in the 20 years before becoming a MAC;
- have at any time received a prison sentence of 5 years or more;
 - have been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a MAC;
- refuse consent to an application being made to the Criminal Records Bureau for a criminal records certificate.
- are an undischarged bankrupt;
- have, in the last 5 years, been sentenced to three months or more in prison without the option of a fine;
- have, in the last 5 years, been sentenced to more than two and a half years in prison;
- have ever been sentenced to prison for five years or more;
- have, in the last 5 years, been convicted of causing a nuisance or disturbance on any school premises

Some information from other MACs:

“At my first meeting, there was a lot to take in but everyone was welcoming, friendly and happy to answer my questions. There are many opportunities for further training and as time has gone by, I have developed my understanding of what it means to be a MAC. We meet once a term but have also visited the school during the day to see it ‘in action’ which was really enjoyable. As MACs we work together to support the school and ensure it builds on its successes and develops further. I really enjoy being a parent MAC and find it very rewarding.”

“The role of a MAC is daunting at first, especially when you attend your first meeting. What is good about it though is everyone feels the same and it does get better with time. Support is also given in the role from the numerous courses available to the advice you get from more experienced MACs. Do not feel that you have nothing valuable to bring, because your views could bring change and change is good. It's an opportunity to play an active part in shaping the school. It makes you more informed and gives you a chance to understand what goes on behind the scenes. We can all make excuses (including me!) for not doing things like this but this is probably one of the most fulfilling roles I have undertaken.”

CYPRESS PRIMARY SCHOOL

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