

Cottenham Primary School Parent, Teacher and Community Association (PTCA)

Registered Charity Number: 1136992

Notification of Annual General Meeting

We hereby give notice that the Cottenham Primary School PTCA AGM will be held on Friday 17th October 2025 at 9pm, during the interval of the PTCA Quiz in the main school hall. For details of the quiz and how to take part, please email cps-ptca@outlook.com.

As well as raising vital funds to enrich your children's education, the PTCA also offers parents/carers a range of opportunities to help the school in a practical and fun way. *All parents, guardians or carers of children attending Cottenham Primary School automatically become members of the PTCA, along with all teaching and non-teaching staff of the school*, but there are two main ways for you to get more involved.

1. Committee Members/Officers

The PTCA Committee usually meets around once per half-term to plan fundraising events, and to agree on how to distribute the funds raised. Committee Members are expected to attend all of these meetings if possible. In addition, a number of task-and-finish sub-committees are formed throughout the year to co-ordinate specific events, and Committee Members are expected to join at least one of these sub-committees per term. The number of meetings and level of commitment required by each sub-committee varies. As well as attending meetings and preparing for events, Committee Members are also expected to help out on the day at the majority of events organised by the PTCA.

To join as a Committee Member, please complete the nomination form overleaf, and return it to the school office before 3.30pm on Friday 17th October.

We recognise that the significant time commitment required to be a Committee Member means that this will not be suitable for many of you, so we have another way of getting involved, without a regular commitment of time: The PTCA Helper List.

2. PTCA Helpers

If you would like to help the PTCA, but aren't able to commit to the meetings, events and other activities outlined above, then the PTCA Helper List might be for you! If you join this list then we will let you know about upcoming opportunities to help, and how to volunteer. In addition, if you have specific skills or qualifications that you think may be useful to the PTCA then please let us know when you sign up so that we can get in touch with you if there's something you may be able to help with.

To sign up as a PTCA Helper, please email cps-ptca@outlook.com

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Committee Member/Officer Nomination Form

Please read the following information before completing this form.

- The Committee of Cottenham Primary School PTCA is made up of Officers (Chair/Co-Chair, Treasurer and Secretary) and Committee Members.
- The Committee meets at least 4-5 times per year to agree on fundraising plans and the distribution of funds raised.
- Committee Officers and Members are expected to attend all these meetings unless they have a valid reason to miss them, in which case apologies must be sent in advance to the Secretary.
- Task-and-finish sub-committees have varying levels of commitment, in terms of the number of meetings and other activities expected.
- Committee Members and Officers are expected to join at least one sub-committee per term.
- Committee Members and Officers are also expected to help with both preparation, and on-the-day support, for the majority of events organised by the PTCA.

If you do not feel able to commit to the meetings, activities and events outlined above then please consider joining the PTCA Helper List instead, at <https://mailchi.mp/53224001eb2b/cps-ptca-helpers>

To join the PTCA Committee, please complete this nomination form and return it to the school office before 3.30pm on Friday 17th October. Your nomination needs to be proposed and seconded by two members of the PTCA. All parents, guardians or carers of children attending Cottenham Primary School, along with all teaching and non-teaching staff of the school, are members of the PTCA.

I would like to join the Committee of Cottenham Primary School PTCA, as:

A Member ☐ An Officer (Chair/Co-Chair, Treasurer or Secretary) ☐

Name: _____

Mobile no: _____

Email: _____

Nomination
proposed by: _____

Nomination
seconded by: _____

Signature of
nominee: _____ Date: ____/____/____