

Friends of Caistor Grammar School Meeting September 15th 2025 at 5:30pm in Classroom 06

Attendees:

Emma Dix (ED) Chair, Melinda Chong (MC) Vice-Chair, Ranya Metwalli Shields (RMS) Secretary,
Athanasia Ellerby (AE), Lizzie Wilmer (LW,) Estelle Forsythe (EF), Jane Godfrey (JG), Robyn Taylor (RT),
Nancy Heydenblut (NH), Paul Shields (PS), San Chan (SC), Jess Edwards (JE)

Apologies: Chimalah , Dhowlath B (DB), Fiona Forman (FF), Claire Kendall, Jo Robinson (JR), Allison Hannath (AH) Treasurer

1) Welcome & short introduction to new members

Current chair ED introduced the Friends and welcomed new members. The role of the friends in raising funds for the school as well as providing hospitality during school events was shared. ED also shared that she had given a short speech to new year 7 parents to introduce the friends in July.

2) Friends of School Committee Roles

AH has served as Treasurer for many years and announced her decision to step down this year. LW expressed an interest in the role. ED to discuss further requirements with LW in transitioning into role of treasurer and becoming a trustee.
The motion for LW to transition into Treasurer role was well received and not contested.

RMS agreed to stay on as Secretary for another year, the motion was well received and not contested.

ED and MC have been Chair and Vice-Chair for the past three years and announced in May that they would be standing down. No one volunteered for these roles.
RMS thanked them for their service.

RMS discussed the need for the Friends to operate in a more decentralized manner, with different members potentially taking on greater responsibility for specific events for example a “team lead” taking ownership for specific events, like NH with the forthcoming fashion show. This would alleviate some of the pressure officers may face as they could then focus on the overall running of the organization, helping and assisting as needed. Implementation and ideas for the same can be discussed further in upcoming meetings and confirmed.

In the meantime, AE noted that the Friends’ constitution called for the presence of a Chair and vice-chair. For the time being and as no one had volunteered for the role RMS agreed to smooth the transition by chairing the upcoming Friends meetings and assisting until an outcome was agreed.

3) Accounts

Funds raised by CGS Friends and accounts for year up to 31st August 2025.

Opening balance: £4,084

Activities generating revenue include Hospitality Donations, Pre-loved Uniform Sales, Parent Lottery, Xmas Wish List, Gift Aid and GASDS was claimed for the past two years income,
Income: £4,784.56

Expenses £712.78

This includes the cost of our Insurance, Hospitality stock, Year 7 Books, Lottery License,

Friends have transferred to the school £5615 for the Xmas wish list items and the Newbolt Centre track and curtain.

Closing Balance is £2,540.78

- 4) The forthcoming Events are as follows, Friends that have volunteered for each event listed and notes in yellow are where we need more volunteers -

Macmillan Coffee Morning - Friday 26th September Old Hall

9:00 am - 12:30 x4 volunteers : - Emma, Ranya, Melinda, Jane, Estelle & Dhowlath

Fashion Show Thursday 2nd October in the school Gym 5pm-8pm

6 volunteers required - Nancy, Fiona, Ranya, Jane. **Need at least 3 more volunteers**

School Production "Grease" Caistor Town Hall serving Refreshments for the interval 7:45 to 8:45pm

volunteers required: 3 per night

October 14th Oct: Melinda, Jane & San

October 15th Oct: Robyn, Jess **need 1 more volunteer**

October 16th Oct: Lizzie, Dhow &, Jo R

Year 8 Parents Evening Tuesday 11th November 5:00 to 7:30pm in classroom M2

4 volunteers required: Lizzie, Nancy (maybe) **Need 2 more volunteers**

House music concert Wednesday 19th November in Dining Hall

refreshments for intermission 7:40 to 8:45pm

volunteers required: 3- Fiona, Jane, Robyn & Jess.

Autumn Concert Thursday 4th December – Refreshments for the Interval in classroom M2

Time to be confirmed, 3 volunteers required - Ranya, Lizzie & San.

Christmas Evening 16th December Old Hall, 7:00 PM to 9:00 PM

4 volunteers required - Estelle, Robyn, Jess, Jane

- 5) Card Machine
ED confirmed the Friends would be allowed to use the school's card payment machine and no longer need to worry about buying a separate one.
- 6) Website & Emails
FOS activities and calls for volunteers are being included on occasion / as suits in the Head's Letter.
- FOS email technical issues to be resolved by the school IT team and RMS (Secretary) to have access.

7) Marketing Items

ED previously investigated purchasing merchandise to sell at future events. Charlie Coulston (Head's PA) has a school account with 4Imprint where Friends can order 6th Form Insulated coffee cups with 6th form logo and tote bags with CGS logo. Pricing, quantities etc to be discussed. One of the Friends is invited to take the lead on this.

8) Next Steps

Next FOS meeting anticipated to be November 10th, Secretary and current Acting Chair (RMS) to call. Need to get more volunteers especially for events in yellow.

Look into Sixth Formers assisting the Friends and additional pool for volunteers.

If no one comes forward to take on Chair and Vice chair roles we will have to hold a Special General Meeting where we may have to dissolve the association.