



Canteen Sub Committee

MINUTES

Term 3, 2022. Wednesday 31 August, 7-8:30pm. Via Zoom.

Present

Fiona Green (Caroline Chisholm, Business Manager), Kerynne Pink (Harrison), Katie Whitehouse (Farrer, canteen manager), Dani Davis (Evatt President), Lee Humphries (Evatt Canteen) Janelle Kennard (Council, Chair), Marina Spurgin (Council)

Apologies: Alison Elliott, Nat Smith, Natalie Drummond

Welcome, introductions

The meeting was opened by the Chair at (7:04pm). She acknowledged the Ngunnawal people and thanked everyone for attending.

Everyone briefly introduced themselves as there were some new people present.

1. Actions from previous meetings

Janelle reported on Council activities following requests and actions at previous meetings.

Canteen Internet access – Office has talked to several people at EDU. They are now developing a solution with the aim of providing Internet access to all P&C-run canteens. Talking to Natalie for on the ground experience.

Covid Inconsistencies (eg volunteers not permitted on school grounds) - this should now be sorted. Please let Janelle know if there are persisting problems and we will pass on schools to EDU

Funding for reusables – good news! Council have had a letter from EDU confirming that solar feed-in tariff (school funds) can be used for reusables and dishwasher upgrades to support their use as this reduces waste. Schools need to follow the usual application process for use of these funds.

ACTION: Janelle to share letter.

Canteen Maintenance - good news! Council have had a letter from EDU confirming that each school is required to provide all fittings, fixtures and equipment required for the operation of the canteen, and ensure it is in good repair. Now is a good time to raise any requests or concerns about canteen facilities with your school as schools will soon be asked to identify their priorities for funding under upcoming capital works programs.

Kerynne – reported that her new canteen deed included maintenance

ACTION: Janelle to share letter.

Article on special lunches Canteens find these important events for financial viability. A [very helpful and comprehensive article](#) has appeared in ParentACTion magazine. Check it out!! With thanks to Kate R, NSS and Fiona G!

2. Canteen Issues paper

Council has developed a detailed Issues Paper on the position of P&C-run canteens and the difficulties they face. This was circulated prior to the meeting (find it [here](#)). It has been shared with the Collaborative Working Group on Food at School, who were very supportive. Also shared with key EDU staff.

To Add: financial analysis.

ACTION: Fiona (CCS) volunteered to contribute books also. Janelle to email with details.

3. Possible presentation to the group from My School Connect

Council has been approached by My School Connect to see if we would like a presentation from them. No one present was keen. Farrer just switched to Spriggy Evatt hoping to reduce double charges compared to Schools 24 (P&C and parents) – so would like to talk to My School Connect

ACTION: Janelle to provide contact to Danielle

4. Pupil Free days

Katie Whitehouse, Farrer, asked if these were likely to continue. They are hurting canteen profitability and she asked for ideas from others to help.

Janelle informed the meeting that further days were likely for Term 4, although they have not been confirmed. Fridays/Mondays most likely days.

Ideas to help make up lost revenue:

- Sushi day
- Check out the ideas for special lunches in Council's [article](#) – could be held the Wednesday or Thursday that week.
- Mother and Fathers day stall help if you have them on a canteen day (money in pockets)
- Suggest increasing canteen promotions on those weeks to remind people that Thursday is Friday! (treat day!)
- Generally increasing canteen promotion is always a good idea – choose a menu item and talk it up in the school newsletter/socials. There is this [Marketing Guide](#). Include pictures (see also these [healthy recipes with matching professional food pictures](#)).

Next meeting

Maybe 4th term if there is news

Otherwise Term 1, 2023.

ACTION LIST

ACTION	By whom	By When
Share letter Re: feed in tariff for canteen reusables	Janelle	DONE
Share letter Re: canteen maintenance	Janelle	DONE
Financial analysis. Janelle to email Fiona with details so Fiona can contribute books	Janelle Fiona	
Council to provide My School Connect contact to Danielle	Janelle	DONE