



Canteen Sub Committee

MINUTES

Wednesday 8 May, 2023 7-8:30. Via Zoom.

Present

Janelle Kennard (Council, Chair), Sam Adnum (Franklin), Sarah Hollis-Bennetts, Canberra High School, Lauren Cornish (Macgregor), Natalie Drummond (Aranda), Fiona Green (Carolyn Chisholm)
Apologies: Kerynne Pink (Harrison),

Welcome

Janelle opened the meeting at 7:04. She acknowledged the Ngunnawal people and thanked everyone for attending.

1. Updates on issues

Food safety inspections

Janelle advised of response from ACT Health to our feedback on difficulties with timing and expectations around health inspections. ACT Health note that they understand canteen constraints, try to time visits thoughtfully, do not expect P&Cs to stop serving customers. Offered to run an info session for P&Cs. Members present not interested. Some tips from ACT Health:

- Ensure Food Safety Supervisor information is on display
- Ensure the Food Business Registration is on display
- Have a running list of questions ready – inspectors very happy to answer questions on about food storage, preparation etc.

Internet access

Janelle advised that last year Council contacted EDU services and they could see no problem with providing internet to canteens and wanted someone with practical canteen experience to talk through issues. Council passed on Natalie's details but Natalie advised recently that they have not been in contact.

ACTION: Council to chase EDU on this.

HKA's ACT projects

Janelle advised on information shared at the ACT Government's Collaborative Working Group - Healthy Kids Association are looking to create a large central kitchen. Also working with TAFE on increasing available qualified staff.

2. For information – HKA canteen expo in ACT

HKA's event will be a great opportunity. They are calling it the premiere event for anyone connected with school canteens. See the latest products that meet school canteen guidelines, discover companies who provide products, services and equipment, and meet and share ideas with one

another and the Healthy Kids team. There are also seminars, workshops and cooking demonstrations, samples, showbags, competitions etc.

It's free and on May 23 at exhibition park – find out more and register: <https://healthy-kids.com.au/what-is-the-food-industry/expo/>

3. Supplier issues

Council had heard that some suppliers are no longer interested in ACT customers. Not a problem for those present.

4. Help running your canteen

Janelle asked the meeting, where do you get useful information to help you run your canteen?

Responses:

- Council a valued source of help, a good place to start.
- Menu questions are best directed to Nutrition Australia. They are great, know what is what, can assess your items. Know if formulation of products have changed.
- [School Canteen Business Essentials Manual](#)
- Canteen Deed – it lays out the terms of service
- [Friends of Flexischools](#) Facebook Group; their newsletter
- [Canteen Connect](#) Facebook Group

ACTION:

Council to add Flexischools Group to Canteen Support Page.

5. Council's employer survey

To help Council offer the right help for P&C who employ staff, we'd love it if you filled in our [survey!](#)

6. Questions/issues from members

Sam described the situation at Franklin School – Canteen service is up for tender and P&C are wondering whether to go for it. Other possible supplier is the childcare provider (onsite as this was an Early Childhood School) who currently has meals which parents can order, but no counter service. Parents not very happy with the service, limited options.

Those present had useful suggestions for next steps (appeal to school community for volunteers with right skills to form Canteen committee/group to consider the options), and a pep talk about the advantages of the P&C running the canteen. Another option was for the P&C to push for improved service from the other provider.

Sarah informed the meeting that her school principal has been asked by EDU to update their canteen deed. Sarah would be more comfortable with this if the Draft Deed had come through Council first.

ACTIONS:

Council to bring this up with EDU; ask other P&Cs if they have been asked to update their deed.

Sarah to ask EDU to first agree a draft Deed with Council.

Sarah also asked about current COVID requirements. Janelle talked the group through Council's [COVID info page](#), noting there is no requirement at present for written COVID-safe plans, but the risk mitigation measures we have all become familiar with should be integrated now into normal operating procedures as part of staff/volunteer work safety considerations.

Next meeting

Group asked for change of day to MONDAY. To avoid term 2 public holidays, meeting scheduled for June 5.

ACTION LIST

ACTION	By whom	By When
Chase EDU on canteen internet access.	Janelle/veronica	Next meeting
Add Flexischools Group to Canteen Support Page.	janelle	Done
Canteen Deed updates: ask whether other P&Cs have been asked to update theirs Contact EDU Ask EDU to first agree a draft Deed with Council.	Janelle Janelle/Veronica Sarah	End March ASAP ASAP