



Canteen Sub Committee

MINUTES

Monday 5 June, 2023, 7pm Via zoom.

Present

Janelle Kennard (Council, Chair), Will (Arawang), Natalie (Aranda Primary), Alison, (Weetangera), Cara (Charles Conder), Meredith (Hawker Primary), Katie (Farrer)
Apologies: Sarah Hollis-Bennetts, Fiona Green.

Welcome

The meeting was opened by the Chair at 7:05pm. She acknowledged the Ngunnawal people and thanked everyone for attending.

1. Canteen Deeds & other updates

If you are updating your canteen deed, it's now all good to go ahead. One canteen was presented with an updated deed which contained some errors around the food and drink policy. We've sorted this out with EDU now, and the template they have now is one that we are happy with. Thanks to Sarah at Canberra High for sharing their journey with us!

Internet access

Council chased up EDU on this. They want to know case by case who needs does not have adequate access in order to action this. If your canteen does not have adequate internet access, please contact Janelle (jkennard@actparents.org.au). We will pass on to EDU to provide access.

- Cara reported that she had received a form which the school's Business Manager to fill in so that the canteen manager can get a logon for the EDU wifi.
- Natalie and Katie also have logons via 'ONE', but they are personal logons, not canteen general, so that can be difficult. Also if a password is forgotten, the reset process has to go via the front office.
- Will doesn't have a login, has to be signed on by a staff member.

ACTIONS:

- Cara to share "generic account application form" (send to Janelle at Council).
- Anyone needing internet access to be sorted for their canteen to contact Janelle and we will forward to the Directorate.

2. Menu Assessment

Janelle provided an update, including sharing a letter from EDU (attached to these minutes). Funding for the Nutrition Support Service to support canteens with an annual menu review has ceased. Council has advocated strongly for this to be re-established, after feedback from members and this group about how vital the NSS is, how well they understand canteens.

What now? Schools (as per attached letters) can seek a menu assessment (will be charged a fee) from NSS (or alternative provider). Alternatively, for HKA members, they provide a free menu check as part of their membership.

Members were interested in the price of a menu review.

ACTION: Janelle to find out price of a review.

3. Canteen Cleaning

Katie from Farrer asked whether other canteens were having problems with reduced cleaning of the canteen areas by school cleaners (eg mopping floor; adjacent bathroom). Farrer P&C has been talking to school about cleaning, they decided it was their responsibility, have good relationship with OSHC who share the space.

Some members say that they are already doing the mopping, others are mopped by school cleaners. No one had had similar reduction in cleaning.

6. HKA's Canteen Expo

Those present shared what they learned from the Expo:

- Only about 6 stall holders – a small event! eg Glee, ASCA, Schools 24 and flexischools
- Panel of canteen managers, discussed issues, good discussion but didn't learn anything new
- Better suited to bigger schools with larger numbers, using big suppliers and can access deals for larger orders
- Heard that Everyone handling food needs Food Safety training. Including volunteers. Two hour, free online course.

ACTIONS:

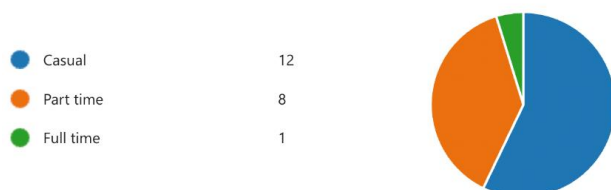
- Share this feedback with HKA (Janelle)
- Janelle to find details of food safety training requirements and share with all members

7. P&Cs as employers

Council had been receiving an increased number of questions about employing staff from members, most of them about canteen staff. To see how Council can best assist in this space, or what training might help, a survey was conducted to better understand P&C employer situations and their need for help. Thanks to everyone who completed the survey.

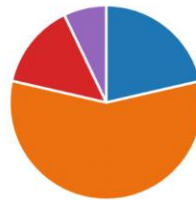
Janelle shared the results of the survey:

- 14 responses, about half of the P&Cs with canteens
- There's a wide range of employee experiences, from the number of staff employed to the experience of P&Cs to manage this.
- 8 people employed 3 staff or fewer. 6 people employed more than 3 people. In some cases P&Cs are employing more than 10 staff (OSHC)
- There's a mix of casual and permanent arrangements



- Most people feel 'somewhat confident' in their role as employer

Very confident	3
Somewhat confident	8
Neutral	0
Somewhat lacking confidence	2
Very lacking confidence	1



- We asked whether P&Cs would attend if we offered quality employer training. 92% said 'Yes', reducing to 70% if P&Cs had to meet some of the cost themselves. When asked how much they would be willing to contribute, most said less than \$100.
- We asked what the P&C's questions, concerns and problems were. The most common split into two groups:
 - Need for general employer advice. Council was hoping this might have been met by the Employsure session at the HKA canteen Expo (which we asked them to run). Those present did not attend this session. Another option is Justice Connect's [Employment for NFPs](#). A \$2000, 3 hour course. If 10 people attended and Council paid half, it would be a \$100 co payment for members.
 - Detailed advice on complex areas such as casual versus part-time arrangements and dealing with standdown over school holidays. Answering this will involve seeking a legal ruling and expert legal advice. Council considers the best approach would be for a number of P&Cs to club together for a legal ruling.

The meeting discussed whether people were interested in these training options. Natalie and Alison said yes, even with a copayment. But it needs to be able to be recorded as having people able to attend at a set time is so difficult. Meredith would only find it useful if it covered specific, complex issues (eg how to handle school holidays for permanent staff)

6. Other canteen issues and questions

There is a need for **Bookkeepers with canteen experience**.

ACTION: Meredith to share the results of their bookkeeper search.

Canteen Storage

Will explained the extreme lack of storage for their canteen - excess stock on benches; no room for buckets and mops. School asked EDU for garage for storage but was rejected. The lack of storage creates safety and pest control issues. Will asked if Council could help ask.

ACTION:

Janelle to ask other members if storage is a problem and raise with EDU.

Menus, Pricing and current sales

For several people present, sales are really down this year (5K a term!). Others are getting back to pre-covid "normal" sales levels.

Members discussed how it is hard to keep prices acceptable (avoid complaints) while there are no volunteers to help. Managers very busy but there's not the revenue to pay second staff member.

Discussion about being unsure about pricing levels and wanting to see other's menus.

ACTION: Next meeting to allow time for menu sharing.

General discussion about the difficulties of P&C running a canteen, including that many have non-commercial kitchens (a few have commercial kitchens!), the perception that the canteen is “just run by a group of mums” without the understanding that it is a complex food business.

Cash takings and counting, storage

Discussion about handling cash from counter sales and how different people do that. Need to have two people count cash, as soon after taking as possible, and log daily counter sales. Some have a safe/lockable cupboard in canteen. Most are banking weekly.

Next meeting

Monday Week 6 August 21.

ACTION LIST

ACTION	By whom	By When
Share “generic account application form” (send to Janelle at Council).	Cara, Charles Conder P&C	asap
Share results of search for canteen bookkeeper	Meredith	Next meeting
Compile list of canteens needing internet access solution - to be forwarded to the Directorate.	Janelle	asap
Determine cost of NSS menu review and advise all members	Janelle	asap
Find new food safety training requirements and share with all members – who needs it, how often, whether food-based fundraising is affected, or only food businesses.	Janelle	asap
Share feedback on Canteen Expo with Canteen Collaborative Working Group (includes HKA)	Janelle	End june
Take Arawang’s storage issues to EDU via Collaborative Working Gp	Janelle	End june
Bring menus to share!!	all	Next meeting
Continue investigating Employer Training	Council team	next meeting



Ms Alison Elliott
President
ACT Council of of Parents & Citizens Associations
contact@actparents.org.au

Dear Ms Elliott

In previous years the ACT Nutrition Support Service has supported public school canteens to comply with the ACT Public School Food and Drink Policy (the Policy) by conducting annual canteen menu assessments. These assessments involved the classification of all food and drink items available for sale against the National Healthy School Canteen Guidelines (the Guidelines).

As you are aware, the funding for this service was ceased by ACT Health in December 2021.

The ACT Education Directorate is currently investigating provision of a funded service to support the continuation of canteen menu assessments at all ACT public schools. In the meantime, schools are encouraged to seek canteen menu assessments to ensure their compliance to the Guidelines, in line with the Policy.

If you require further information about this matter, please contact Alex Dance, Senior Director, Wellbeing and Inclusion Policy and Service Design via email to ETDStudentWellbeing@act.gov.au

Ms Alison Elliott