

Notes on the P&C Council School Canteen Subcommittee meeting 28 Mar 18

In Attendance: Jackie Floro	– Harrison School
Je	- Harrison School
Amerlysis	- Mt Rogers PS
Brenda Copley	- Awarang PS
Terry Sanders	– Executive Officer

Latest Developments

1. The Collaborative Working Group on Healthy Schools. This group includes all the organisations involved in ensuring healthy food is provided to students in ACT schools. It has funded a number of projects, including the healthy foods promotional resources (partly sponsored by P&C Council), the canteen business model review, the canteen manual, seminars on canteens management and promotion.
2. The Canteen Manual has been delivered by HKA to ACT Health but has been delayed as work on it was required to make it ACT specific and to clear it legally. It is expected in mid year although it is felt that later in the year is more realistic.
3. The Create a Café project has 9 applications and ACT Health is seeking extra funding to fund all 9. Council is providing \$5,000 for this project, which is to provide High School/colleges with café style furniture produced in the schools by students with external support.
4. Council has provided funding for ACT Health to design and develop a series of healthy food promotional resources such as posters, information booklets and food containers/wrapping.
5. These are available on line for P&Cs to download and print off.
6. Food safety certificates may in some cases be due for renewal, members were advised to check the currency of their certificates.

Final HKA training seminar for P&C school canteens

7. It was agreed that the final seminar under Council's agreement with KHA should be on the P&C as a good employer (of canteen and other staff). **ACTION : TLS**

Continued Membership of HKA for P&C canteens

8. The Council has negotiated with HKA for P&C run canteens to have their membership paid for by the council until the end of 2019.

Canteen Deed Revision

9. Council advised EDU on 20 March that the canteen Deed needed to be revised to cover a number of areas where P&Cs had identified operational and maintenance problems. Jackie presented a revised Deed for Harrison School which included our proposed amendments to the Deed. This would be presented to EDU for their revision, however, it was noted that these Deeds are specifically made and signed between the school and the P&C. Therefore, it is possible to add further changes to the Deeds if both parties agree to them. It was agreed that it would be appropriate to add a canteen equipment schedule to the Deed to clearly identify any P&C property in the canteen. It was also advised that it was a good policy for the P&C to donate funds for the school to buy any required canteen equipment/property and therefore for the P&C to not own such property. This would reduce the P&C's insurance costs.

Canteen Access to the School Wifi Network

10. During a review of the schools wifi network, the Shared Services Directorate had decided to cut back the number of users and had therefore cancelled access for most school canteens. Both the Council and the ACT Health Directorate were attempting to have this decision reversed. Following Council's raising this matter, EDU had agreed to also seek a review of this decision.

Flexischools Developments

11. Flexischools senior executive team has recently changed with a new CEO and National Sales Manager. They have met with the council and promised to continue their close relationship with us and to also maintain the current pricing for supply, installation and training of the Flexischools system in P&C run canteens. They advised that by the end of this year they will have completed a revamp of their user website to eliminate all the problems reported by our users. It was suggested that we ask Flexischools if they can send one email each week rather than the 3 they currently send, detailing the weekly spend, account details etc.

ACTION: TLS

Other Matters

12. **Storage and safety of P&C event Cash.** The question of a school refusing to store the cash from a school fete in their safe over the weekend was raised and it was noted that previous EDU advice was that the school could store such cash for the P&C. It was felt that the amount of cash may have exceeded the schools insurance limit. TLS will investigate this and report back.
ACTION: TLS
13. It was also advised that it was a good idea to use a security service such as Wilsons to collect, transfer and store the cash. The cost was minimal compared to the cash involved.
14. **Emergency Meals for Students.** It was advised that EDU policy is that all schools must provide a lunch meal for any student who does not have one with them or cannot buy one at the canteen. The onus is on the school not the P&C, however, schools may hope that the P&C canteen will provide the meal at no cost to the school. Should this become a burden on the canteen or P&C, then the P&C is entitled to invoice the school and should expect reimbursement for the cost of the meal.
15. It was also advised that Communities at Work will provide schools with hampers of varying food items which can be used by canteens to help in providing emergency meals, you just need to call them.