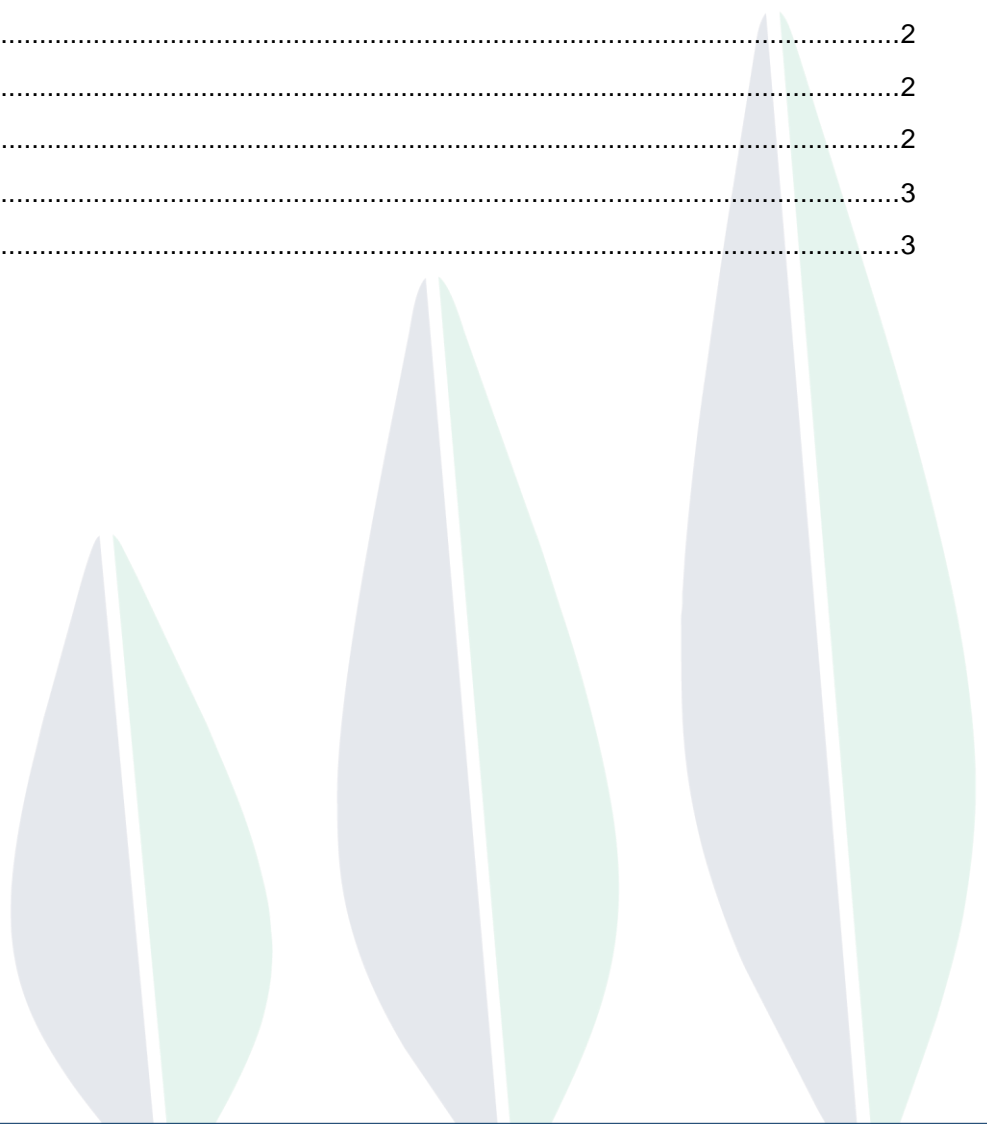




Terms of Reference Canteen Subcommittee

Table of contents

1. Title of committee	2
2. Purpose of committee.....	2
3. Membership	2
4. Meetings	2
5. Sharing information	2
6. Reporting	3
7. Review	3



1. Title of committee

Canteen Subcommittee.

2. Purpose of committee

The committee assists the canteen by advising on issues like food lines, menus and price setting regardless of canteen service type (outsourced, contracted or school run). The committee:

- makes sure there's a good supply of reasonably priced and healthy food.
- helps organise and encourage volunteer assistants for the canteen if needed.
- gives advice about any facilities needed in the canteen.
- reviews and updates the canteen policy, guided by the department's Right Bite Standards and inclusive of relevant legislative obligations.
- helps to make sure the canteen complies with all relevant legislation, including the Work Health and Safety Act 2012, the Food Act 2001 and the Single-use and Other Plastic Products (Waste Avoidance) Act 2020.
- helps with budgeting, stock control, bank accounts, insurance, and employment issues.
- representatives may be involved in provider tendering if contracting a canteen service.

3. Membership

Membership must be determined by the council and comprised of:

- site leader (principal/director) or their delegate.
- canteen manager/external provider.
- 1 governing council member as chairperson.
- 1 or 2 staff members.
- any interested governing council members.
- any interested parents or community members.

4. Meetings

- All meetings will be chaired by the Canteen Subcommittee Governing Council Representative.
- Meetings will be held once per term at Clapham Primary School.
- Meeting agendas and minutes will be provided by the Governing Council Representative, this includes:
 - preparing agendas and supporting papers
 - preparing meeting notes and other information.
- A quorum will be half the regular membership plus one (50% plus one).
- Members of the committee can submit a written proxy vote if a member is unable to attend a meeting.

5. Sharing information

- Submissions to the committee must be addressed to the chairperson.
- Remember that information discussed at committee meetings could be confidential.
- Committee matters must only be disclosed to members of the governing council or site staff, including the site leader, unless a child is being harmed or is at risk.
- Where relevant and appropriate, make sure parents are aware of developments and initiatives related to the committee's role and canteen practices through the newsletter and/or school website.

6. Reporting

- The committee reports directly to the governing council chair and site leader.
- An overview/report of each committee meeting is presented at the governing council meeting.
- Minutes of each meeting are provided to the members of the governing council (if required).
- A report of the committee's activities is presented to the governing council.

7. Review

The effectiveness and membership of this committee will be reviewed at the first meeting of the school year after the AGM, and the committee stands for the school year.

