



RAINHAM MARK GRAMMAR SCHOOL

MINUTES OF THE CATERING COMMITTEE MEETING  
HELD ON 13 NOVEMBER 2017 6pm

**PRESENT:** Jan Johnson (Chair) Co-opted Governor  
 Alan Moore Head of School  
 Hari Aggarwal (guest) Co-opted Governor  
 Susan Griffiths Co-opted Governor

**IN ATTENDANCE:** Michele Brighton (School Business Manager), Sam Harley & Christopher Key (School Council), Carol Wallis (Catering Manager), Casey Collyer (Clerk)

Item	Main discussions and agreed actions	Action by/when
1	<b>Welcome and Apologies</b> The Chair welcomed everyone to the meeting. It was confirmed that due notice had been given and that a quorum was present. Apologies had been received and accepted from S Decker and T Whittaker	
2	<b>Declarations of interest</b> The Chair asked if there were any interests to be noted and none were declared	
<b>Business Management - Catering</b>		
3	<b>Minutes of previous meeting 21 June 17 and signing of thereof</b>	
	3.1 <b>Approval for accuracy</b> - The minutes of the meeting on 21 June were accepted as a true record. The minutes were signed by the Chair.	
4	<b>Matters Arising</b>	
	1 Plated salads - due to the change in weather, there wasn't as much demand so the Catering Manager (CM) will continue to monitor	
	2 The CM advised that she had not received the staff duty rota and the Head of School (HoS) confirmed he would forward to her.	ATM
	3 The School Business Manager (SBM) advised that equipment costs were now included in the finance report	
	4 The SBM confirmed a note had been included in the school newsletter celebrating the price freeze on school meals	
	5 The Clerk confirmed the Terms of Reference had been updated and the Chair signed them.	
	6 The Clerk confirmed that the minutes are now uploaded on the website and more accessible to parents and staff.	
5	<b>Catering Report</b>	
	5.1 The SBM presented the catering report (copy filed with minutes) and advised that the Medway assessor had been very positive above the catering services. She was pleased to report to Governors that all aspects of the catering department were compliant with H&S regulations. These inspections will continue to take place 3 times a year	
	5.2 The SBM drew Governors attention to the customer service section which specifically mentioned the very positive relationships between staff and students. The student representatives confirmed that students were happy with the meals.	
6	<b>Catering Finance Report</b>	

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6.1	The SBM tabled a new report as there was a minor error in the previous report. She noted that there had been a substantial profit made last year but advised it wasn't the school's intention to make a profit on school meals. The meeting discussed possible reasons for the increased income and a substantial factor was that students now use the cashless system so don't carry cash. Money previously spent on snacks elsewhere is now spent at the school. There has been a huge increase in students accessing the catering services.	
6.2	The SBM advised that the cashless catering system had been funded by the Pupil Premium Grant (PPG). <b>Governors asked why the PPG funding couldn't be clawed back from profit and re-invested in the PPG fund.</b> The SBM explained that the rationale behind the cashless system was to mask who was eligible for free school meals (FSM) and would be an incentive for people to apply. The student council reps had thought that numbers would dip when the Yrs 12 & 13 went on study leave, however they noted that the number of students using the food hall had actually increased.	
6.3	The SBM highlighted the £2.5k spend which had been for a freezer to meet the demand at breakfast, an additional pin pad and the annual maintenance costs for the cashless system. T. <b>Governors asked if the contract costs could be annualised so it didn't have such a big hit in one month.</b> The SBM said that it could be	MBr
6.4	The SBM advised that utility costs were currently included in the finance report. The meeting acknowledged that without a meter to record the usage, reporting these costs wouldn't be accurate. <b>Governors requested that some utility costs were included to get a clearer picture of the costs to run the catering service.</b>	
6.5	The SBM and Governors thanked the CM and her team for all their hard work delivering the service and in particular the CM for her excellent results in keeping costs down.	
<b>7</b>	<b>Catering Health &amp; Safety</b>	
	There was no separate report for this meeting and the Medway report covered H&S.	
<b>8</b>	<b>Review meal costs</b>	
8.1	There have been savings negotiated with both the sandwich and croissant suppliers achieving significant savings.	
8.2	<b>Disposable costs:</b> the CM had contacted suppliers but was waiting for further information so this item was deferred to the next agenda.	CW/Clerk
<b>9</b>	<b>Hub queue</b>	
9.1	Chair had previously agreed to work in the Hub to see first-hand how the queue and service worked. However, in school on another matter, she witnessed that the queue didn't seem as big and was managed well. The HoS advised that the staff duties have been changed so more teachers were monitoring the behaviour at break time at the hub. Departments are responsible for break duties for a whole day and the system was working well. There were also two members of the leadership group who have supervisory duties and they monitor whether staff were actually on duty. The CM confirmed that this had	

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		made a big difference at break and lunchtimes with the canteen queue. <b>She did ask that teachers let her and the team know that they have arrived, in case they need to alert them to anything.</b> The student representatives also confirmed these improvements.	ATM
9.2		<p>The SBM and HoS explained to Governors that although discussions were taking place regarding an 8<sup>th</sup> form of entry, kitchen capacity was an issue now. As a result, they were looking at another point of sale and where it could be located. They recommended the following:</p> <ol style="list-style-type: none"> <li><b>1. Long term plan</b> was to convert the garage area, previously used by the minibuses, into a single story extension attached to the 6<sup>th</sup> form block and have a satellite kitchen with hot snack facilities. This would be totally contingent on the 8<sup>th</sup> form entry.</li> <li><b>2. Medium term plan</b> was to install a portacabin behind the sports hall where the current picnic tables were located. This would have power and satellite kitchen facilities. Portacabin had been asked to supply a quote for renting the cabin. The equipment will be purchased as it will transfer into the extension in the longer term. Provisional costs are £25k over 3 years and it was hoped it would be available by next September. It will require planning permission.</li> <li><b>3. Short term plan</b> would be to hire a new catering assistant and install another till, to increase capacity at break times. The new member of staff would move into the new hub once it's installed. The increase in sales will cover the additional staff costs.</li> </ol> <p><b>Governors asked where the new person and till would be located</b> and were advised the till would be a mobile one and could be set up in the hall. The SBM explained that they wanted the Hub in place by the summer, so that they can trial working practices before September. <b>Governors recommended going for the medium term solution as soon as possible as it would help with the training of the staff.</b> The HoS advised that once the decision regarding the 8<sup>th</sup> form had been made, the requirement could change, so the recommendation was to go with the short term plan initially and review. <b>Governors expressed their concern that the catering service was stretched to the limit now</b> and were advised that the extra till and staff member would enable them to manage in the short term. <b>Governors asked if the catering profits could be ringfenced to offset the future investment.</b> The student representatives confirmed they used the hub a lot but also liked the mix of years 7-11 seated together in the main hall. They also like the idea of separate dining area near the 6<sup>th</sup> form. The meeting agreed that setting up the stage area to be overflow area was sensible. <b>Governors asked if exams were still held in the food hall and were advised only internal exams which were mainly in the summer when many students were outside.</b> The students asked if hot dogs could return to the menu and the CM advised she would investigate healthier options. The students advised</p>	

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		that the gluten free choices were very much appreciated by other students.	CW
11	<b>Confidentiality</b>		
		There were no items of a confidential nature	
12	<b>AOB</b>		
	12.1	Students asked if pasta could be a menu choice and the CM advised that once capacity was increased, it could definitely be reviewed but wasn't currently possible	CW
	12.2	<b>Governors asked if the SBM could investigate if the cashless system could facilitate automatic top up and parents could opt in for this option.</b> The SBM would look into it and flagged end of year would need managing as they didn't want to be managing credit balances. She reminded governors that students can always go to the finance office and be lent money for lunch.	MBr
	<b>The meeting closed at 7.00 pm. Date of next meeting: 12<sup>th</sup> March 2018</b>		

**Actions:**

4.1	Duty rota to be sent to catering manager	ATM
6.3	Maintenance costs to be annualised in finance reports	MBr
8.2	Add disposable costs to the next agenda	CW/Clerk
9.1	Teachers to let catering team know when they've arrived for duty	ATM
12.1	Review pasta as a menu choice once new till and additional staff member recruited	CW
12.2	SBM could investigate if the cashless system could facilitate automatic top up	MBr

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