



Burnside Primary School ~ Governing Council

Terms of Reference

Canteen Advisory Committee

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1 Purpose and Scope of Committee

The purpose of the committee is to oversee the operation and management of the school canteen ensuring that service affairs are compliant with any legislative requirements and policy direction issued by the department.

The committee helps the canteen by advising on issues like food lines, menus and price setting and:

- Establishes and monitors guidelines related to canteen practices, policies and procedures and reviews and updates when needed
- Develops and oversees the implementation of the Canteen Policy
- Supports the Canteen Manager on matters relating to the canteen e.g. policies, pricing, menu, operational processes, new equipment etc
- Ensures Governing Council is advised on all canteen related matters including staffing and employment, maintenance and repair of fixtures and fittings, disbursement of profits and recoupment of losses
- Ensures that the canteen is operating in accordance with the department policies and the Right Bite Healthy Eating Policy
- Ensures that the canteen provides a range of wholesome food for students at reasonable prices
- Ensures compliance with WHS and health regulations
- Ensures quality management of the canteen facility
- Assists Governing Council in the recruitment of volunteers (if required)
- Monitors financial viability of the canteen including:
 - working with the Finance Advisory Committee on the committee's budget and profit and loss statements
 - helping with budgeting, stock control, bank accounts and insurance matters

2 Regulatory Frameworks

- Right Bite Strategy
- Compliance with all SA Health and Burnside City Council health regulations
- WHS regulations

3 Membership/Attendance

Membership of the Canteen Advisory Committee is determined by the Governing Council. The committee may be consulted to assist in determining the most appropriate and effective membership structure. Applications for membership will be sought from the broader school community, as required.

Membership will be determined by the council:

The committee must comprise a minimum of three (3) members, but have no more than seven (7) members, and must include:

- Principal (or their delegate)
- Governing Council member (Convenor)
- Canteen Manager
- Business Manager – providing financial advice
- Any interested Governing Council members
- Any interested school community members
- One Committee member must be the minute taker

Persons not employed by Burnside Primary School must comprise the majority of the committee members

4 Voting

- All committee members are eligible to vote
- Voting will be by a majority of committee members present
- A quorum will be half the regular membership plus one

5 Meetings

Office Holders:

- All meetings will be chaired by the Convenor or their delegate
- Meetings will be held once per term online or face to face
 - Minutes of each committee meeting will be taken by the committee minute taker

Frequency:

- Meetings will be held once per term with a date and time negotiated to suit all members
- Meetings must always be held at least two weeks before the Governing Council meeting and best endeavours for minutes to be submitted for circulation to the subcommittee members no later than 7 days after the subcommittee meeting but prior to forwarding to the Governing Council

Minutes/Agenda:

- The meeting agenda will be prepared by the Convenor in partnership with the principal or delegate
- The Convenor or delegate, no less than 7 days prior to the scheduled meeting, will forward via email the meeting agenda and accompanying documents, such as:
 - the previous meeting minutes and any supporting papers/reports
 - noting that some reports/papers may contain personal and private information about some staff and students, to ensure strict confidentiality, it is the principals (or their delegates) discretion to redact personal details from the reports prior to providing it to the Convenor for distribution to the committee members

The primary means of communication will be via electronic mail (email) which may be supplemented by the provision of hard copies for meeting materials.

6 Responsibilities

- The Canteen Advisory Committee is responsible for reporting to the Governing Council once per term
- The Canteen Manager's report will be tabled and discussed at committee meetings
- The Business Manager's finance report will be tabled and discussed at committee meetings
- The finance report will be incorporated into the treasurer's report and presented at Governing Council meetings
- A statement of accounts is presented within the Treasurer's report annually

7 Sharing Information/Confidentiality

- Submissions to the committee must be addressed to the Convenor
- 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 through the newsletter and/or school website

8	Reporting
	<ul style="list-style-type: none"> • The committee reports to the Governing Council • An overview of each committee meeting is presented to the Governing Council meeting • Minutes of each meeting are provided to the Governing Council at the next scheduled meeting <p>A report on the committee's activities is presented to the Governing Council annually</p>
9	Behaviour of Members
	<p>Members are expected to conduct themselves according to the:</p> <ul style="list-style-type: none"> • Burnside Primary School Parent Code of Conduct • Governing Council Code of Conduct • Governing Council Standing Orders
10	Review
	<p>The term of reference, including the effectiveness and membership of this committee will be reviewed by the Governing Council at the beginning of each school year to ensure it meets the need and goals as stated in the purpose of this document.</p>

Reviewed: February 2022

Endorsed by GC: February 2022