



FLINDERS PARK PRIMARY SCHOOL

*Striving for excellence together*



Government  
of South Australia  
Department for Education

Respect

Responsibility

Resilience

# Terms of Reference

## Canteen committee



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### 1. Title of committee

Canteen committee

### 2. Purpose of committee

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

- makes sure there's a good supply of reasonably priced and healthy food in line with Right Bight policy.
- ensures staffing is in place to operate the canteen.
- gives advice about any facilities needed in the canteen (canteen manager).
- helps to make sure the canteen complies with all relevant legislation, including the Work Health and Safety Act 2012 and the Food Act 2001.
- works with the finance advisory committee on their budget and profit and loss statements.
- helps with budgeting, stock control, bank accounts, insurance and employment issues.
- ensures a statement of accounts is presented at the Annual General Meeting.

### 3. Membership

Membership must be determined by the council:

- site leader (principal/director) or their delegate
- canteen manager
- 1 governing council member as chairperson
- finance manager
- any interested governing council members (limited to a reasonable number of people for efficient functioning of the committee)

### 4. Meetings

- All meetings will be chaired by the Governing council representative.
- Meetings will be held twice per term where practicable in person at school, ideally at least one week prior to Governing Council.
- A proposed standard time and day of the week to be agreed by committee members at the first meeting.
  - A standard agenda (as attached) is to be used for Canteen committee meetings.
  - Items of any other business for discussion (new/other business agenda item), must be raised at least one week prior to the sub-committee meeting with the Governing Council representative and site representative.
  - Any 'new/other business' items on the agenda is added in collaboration with site representative and Governing Council representative and emailed out to sub-committee members at least 2 days prior to the sub-committee meeting. Any business arising that is not able to be discussed at that meeting should be tabled for the next meeting.
  - Amendments to the standard agenda template can be made by agreement (vote) of the Canteen committee.
  - Minutes will be taken by the Governing Council representative to be distributed to the Canteen committee within 7 days.
  - Minutes need to be a succinct representation of matters discussed, not a transcript.

- If a committee member feels discussion has been misrepresented, proposed amendments should be provided to the minute taker in writing for discussion in ratifying the minutes at the following meeting. The meeting minutes should not officially be amended by anyone other than the minute taker.
- The minimum requirement for a meeting to be held is for the Canteen Manager, one Governing Council representative and Site representative to be present.
- For voting and other meeting requirements please refer to the Governing Council Standing Orders.

## 5. Sharing information

- Submissions to the committee must be addressed to the chairperson and site leader.
- Remember that information discussed at committee meetings are confidential, unless agreed otherwise by the committee.
- 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.

## 6. Reporting

- The committee reports directly to the governing council chair and site leader.
- An overview of each committee meeting is presented at the governing council meeting by the governing council representative.
- Minutes of each meeting are provided to the members of the governing council (if required).
- A summary of the Canteen committee's activities are presented to the governing council at the final Governing Council meeting of the calendar year in preparation for the AGM (Annual General Meeting).

## 7. Review

- The effectiveness and membership of this committee will be reviewed after two years at the final canteen committee meeting of the year.