

SCHOOL FOOD TECHNICAL STEERING GROUP

Final Business Plan 2013/14



The School Food Reference Group was established to manage the changes to school meals delivery following the national school funding reform. The majority of maintained primary and special schools have agreed to pool catering budgets during 2013/14 whilst alternative delivery models are explored.

Scope

The following are within the scope of work for the School Food Reference Group:

- 1) Consideration of the future delivery models for school meals
- 2) Finance arrangements for the catering pool from April 2013 to March 2014
- 3) Profitability of individual school kitchens
- 4) Menu development in line with nutritional standards
- 5) Impact of welfare reform – eligibility criteria and ability of parents to pay
- 6) Setting the meal price
- 7) Food contracts procurement
- 8) Staffing issues
- 9) Wider issues such as childhood obesity and whole school food policies

Principles

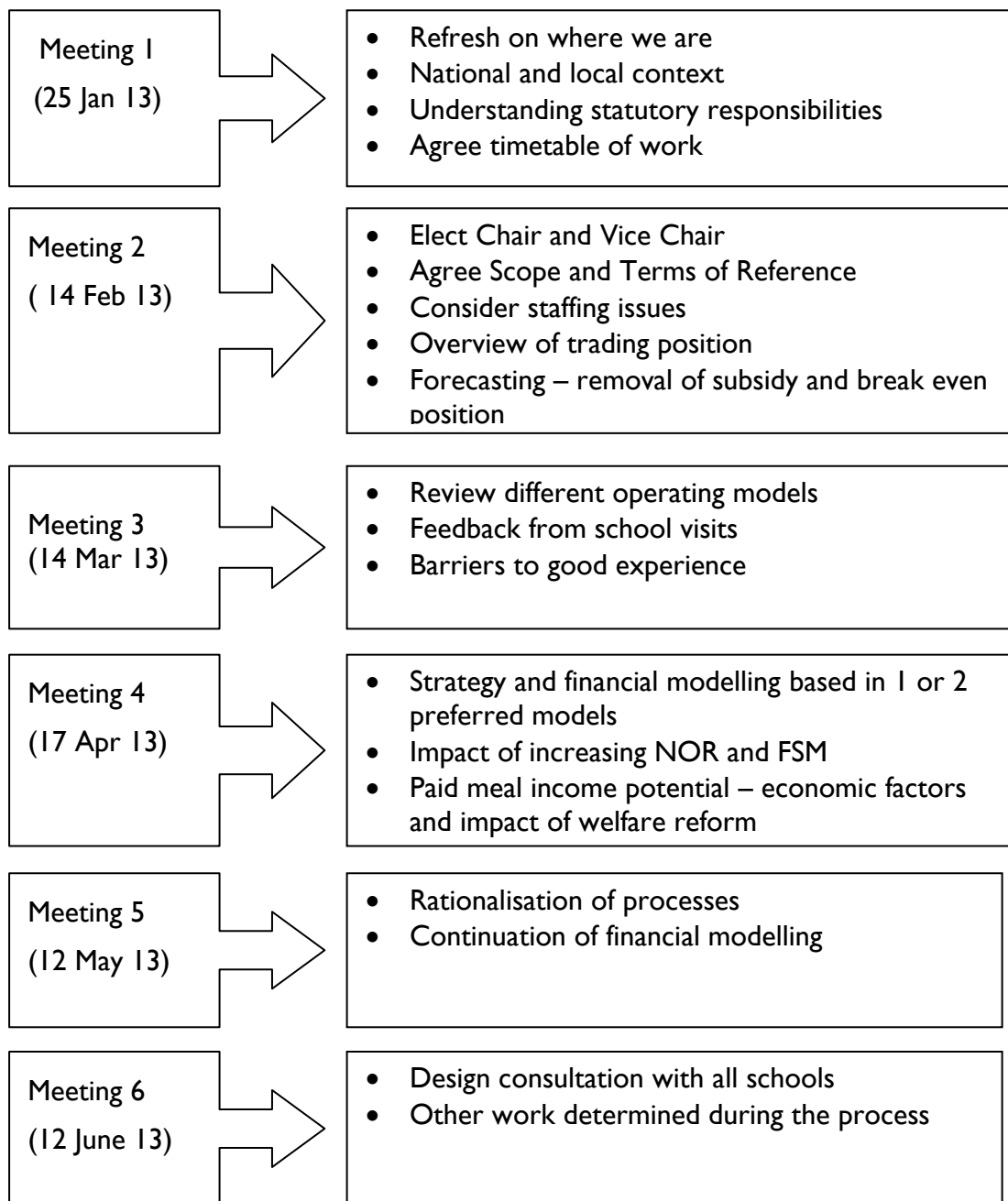
All recommendations of the group will be based on the following principles:

- 1) Children need to be involved in shaping the offer
- 2) Building on strengths and what the majority of schools have said via decision to pool
- 3) Collaboration and cooperative model values
- 4) Vision for a longer term sustainable City wide offer

Governance Arrangements

The group will operate according to the Terms of Reference.

Timetable of Work



Minutes of the Meeting

Minutes will be taken. Part 1 will be published via the PAPH Newsletter, Part 2 will remain confidential to the steering group.

School Food Steering Group

Terms of Reference

1. Membership

The members of the group will be drawn from:

Primary Sector	-	4 Representatives
Special Sector	-	2 Representatives
Governors	-	2 Representative
Academy	-	1 Representative

Local Authority officers will feed into relevant meetings.

2. Quorum

The number of members required at each meeting to reach quorum is:

Primary Sector	-	2 Representatives
Special Sector	-	1 Representatives
Governors	-	1 Representative
Academy	-	0 Representative

Each sector has an obligation to ensure the group is quorate.

3. Observers

Observers may attend and will be subject to the Part II exclusions.

4. Appointment of Chair and Vice Chair

The members of the group will appoint a Chair and Vice Chair which may be an officer of the Local Authority.

5. Conduct of Meetings

The meetings will not be held in public.

Members will be required to make declarations of interest relating to any potential personal gain.

Members should seek to represent the views of all children and schools and not their individual establishment.

Members will recognise the importance of confidentiality when discussing sensitive information and adhere to the agreed communication protocols.

6. Communication Protocols

The group will approve communication updates for all schools at the end of each meeting outlining the work of the group and timetable for releasing detailed information.