**Canteen Committee**

This document was developed by the Western Australian School Canteen Association Inc. We gratefully acknowledge FOCiS, WACSSO and ACTSCA as significant sources of information.

*In general, a canteen committee is responsible for monitoring the operations of the canteen and implementing and reviewing the canteen policy.*

*Establishing a committee is a great way to ensure all canteen business is dealt with in a consistent and timely manner.*

*It is recommended the canteen committee develop terms of reference.*

*See template in Appendix 1.*

When a parent body, such as a P&C Association, operates a school canteen it is recommended to establish a sub-committee which should follow the rules and operational guidelines of their parent body constitution.

The canteen committee is responsible to the parent body. Recommendations from the committee about the expenditure of profits should be approved by a general meeting of the parent body. All decisions of the committee are subject to the approval of the parent body and should be made in writing.

***Responsibilities of committee***

Subject to the direction of the parent body, the committee is responsible for:

* overseeing with discretion the general operation of the canteen and being supportive of all employed staff
* ensuring compliance with the relevant government policy about the sorts of food and drinks that can/cannot be sold in the canteen
* with input from the Canteen Manager, review prices, menus and goods for sale on a regular basis
* ensuring that guidelines regarding safe food preparation, serving and storage in the canteen are followed
* with input from the Canteen Manager recruiting and managing volunteer helpers where necessary
* appointing, paying and defining the duties of employed canteen staff
* reporting to the parent body at all general meetings and at other times, if requested.

***Canteen committee composition***

The canteen committee should be representative of the school community. The committee, when formed, should elect a Chairperson, Secretary and Treasurer (or one person to act as Secretary-Treasurer) and a quorum should be decided on when the new committee is formed.

Members could include:

|  |  |
| --- | --- |
| * Parent body representatives
* School council
* Principal
* Parents
* School nurse
 | * School staff e.g. teachers
* School staff e.g. administration
* Senior students
* Canteen staff
* Canteen volunteers
 |

Appendix 1

**Template**

**Canteen Committee**

**TERMS OF REFERENCE**

Note: this template is based on the canteen being operated by a P&C Association. However the template is interchangeable depending on who is responsible for the school canteen including the P&F, school board or Principal

**1. Name**

The committee shall be known as the <<INSERT SCHOOL NAME>> P&C Association Canteen Committee.

**2. Aims**

1. To provide balanced and nutritious food in line with the <<INSERT FOOD/NUTRTION POLICY DETAILS>>
2. To provide a food service to children and the school community at a reasonable cost that meets their nutritional needs
3. To maintain legislative standards of health care in relation to the preparation, supply and service of food at the canteen.

**3. Membership of the Canteen Committee**

1. Not more than ten (10) members one of whom shall be a member of the P&C Executive Committee
2. The President of the P&C shall be an ex-officio member
3. The Canteen Supervisor shall be included in the committee in an advisory capacity only
4. The members shall be elected each year by the Annual General Meeting of the P&C Association by and from the financial and ex officio members of the P&C. In the event of a position becoming vacant on the committee an election may be held at a general meeting of the P&C to fill the vacancy
5. The Committee when formed shall elect from its members a Convener, a Secretary and a Treasurer or one person as Secretary/Treasurer.

**4. Responsibilities**

Subject to direction of the P&C Association the Committee shall be responsible for:

* The financial management of the canteen
* Establishing a canteen policy
* Ensuring relevant legislation in relation to taxation, superannuation, health and safety are adhered to
* Acquiring all suitable stock and goods for sale in the canteen, determine and review prices and menus in consultation with the canteen supervisor
* Acquiring and maintaining suitable equipment provided that the annual expenditure shall not exceed the amount authorised by the P&C Association. Establishing a reserve account for the purpose of equipment replacement and long service leave provision for employees
* Operating a bank account at a level sufficient for the trading capital requirements of the canteen
* Recruiting and managing volunteers as shall be considered necessary
* Appointing and paying canteen staff if given the authority by the P&C Executive
* Providing reports to all general meetings of the P&C Association and when required to the Executive Committee
* Establishing credit accounts with suppliers as required for the operation of the canteen
* Ensuring that Grievance and Dispute Resolution Procedures adopted by the P&C Association are followed.

**5. Duties of Canteen Committee Chairperson**

* Shall arrange regular meetings as decided upon, at mutually convenient times, with ample notice given to committee members
* Shall preside at all meetings of the Committee. In the event of the Chairperson being absent the meeting shall elect a chairperson for the occasion
* Shall ensure that a written report of the activities of the canteen is presented to all general meetings of the P&C Association (or executive committee) and at such times as directed by the general meeting of the P&C association. The report to include a written financial report consisting of a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s and any recommendations requiring the attention of the P&C.

**6. Duties of the Canteen Committee Secretary**

* Keep all documents relating to the Committee, make full and accurate record/minutes of meetings, table and answer correspondence as required. These documents and records shall be made available to the P&C Association.

**7. Duties of the Canteen Committee Treasurer**

* Keep books of accounts relating to the canteen as directed by the parent body. The canteen treasurer is responsible to the P&C Treasurer (in some schools the role of P&C Treasurer and Canteen Treasurer are one in the same)
* Arrange for paying of wages and deduction of taxation and superannuation and keep accurate records of hours worked and wages paid
* In consultation with the P&C Association ensure necessary insurance is obtained e.g. workers compensation insurance to cover all employees, public liability insurance and stock insurance
* Prepare annually a complete balance sheet and profit and loss statement, or provide records so that these can be prepared by others, and any other documents required for audit
* Shall submit a written report including a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s to the canteen committee
* Make and record any payments as authorized by the canteen committee (e.g. outstanding invoices). Keep accurate records of petty cash expenditure. Retain all invoices and relevant documentation
* Submit a financial statement to all general meetings of the parent body and at other times on request.

**8. Meetings**

Meetings of the Committee shall be at such times and places as determined by the committee

1. The committee shall meet at least << insert number e.g. once>> a school term
2. The quorum for all meetings shall be <<insert number>> members
3. Notice of meeting shall be provided not less than forty-eight (48) hours’ notice. (Suggest seven days’ notice. It is desirable to meet at least once a month preferably just prior to a general meeting of the P&C to enable a report to be prepared)
4. All members and ex-officio members of the Canteen Committee shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present
5. Canteen staff are not entitled to vote
6. Ideally, paid canteen staff should submit regular progress reports in writing to the meetings.

# 9. Funds

* All money received by the canteen shall be deposited in a separate account to that of the P&C Association
* The Committee must ensure:
1. The provision of employer obligations such as superannuation and/or long service leave, as may be required
2. Canteen maintenance and replacement of stock or equipment and the purchase of additional equipment for the efficient running of the Canteen
3. Capital purchases exceeding <<insert dollar amount e.g. $500>> must secure in writing prior approval from the P&C Association.

# 10. Canteen operation rules

1. A stock-take shall be affected at the end of each term and an asset register tabled to the next general meeting of the P&C Association
2. All discounts, allowances, complimentary articles, gifts, concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the Canteen shall remain the sole property of the Canteen and be properly recorded and later accounted for at the time of stock-taking.

**11. Employees**

1. No employee of the *<<INSERT SCHOOL NAME>>* P&C Association shall hold an Officer or position of the elected Executive members; this is as per the P&C Association’s Constitution
2. The committee may employ staff as necessary and as agreed by the P&C Association Executive. The Chairperson shall act on behalf of the P&C Association and will determine rates of remuneration, conditions of engagement and shall terminate such arrangements as suitable provided that all relevant legislation is adhered to
3. The Chairperson shall be responsible to the committee for the proper conduct of the Canteen and the adherence of the P&C Associations policies
4. The Chairperson will ensure canteen staff have up to date letters of appointment/contracts and jobs descriptions
5. The Chairperson will ensure the canteen staff receive adequate professional development and training
6. The Chairperson will be responsible to conducting staff performance reviews as/when required.

**12. Alterations to the Terms of Reference**

All proposed amendments to these rules must be approved by the general meeting of the P&C Association.

**13. Endorsement**

We the undersigned, hereby certify that the Canteen committee terms of reference were adopted at the General Meeting of the P&C Association held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_\_\_\_

Signed by:

President (Parents and Citizens’ Association): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Canteen Committee Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_