



Terms of Reference

Canteen Subcommittee

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1. Title of committee

Canteen subcommittee

2. Purpose of committee

This committee exists to:

- to advise the governing council on maintenance and operation of the canteen
- to review prices and charges and modify when necessary
- to maintain canteen equipment in good working order
- make recommendations to governing council for major equipment items deemed necessary for effective management and service
- to determine the items that shall be stocked in the canteen
- to ensure the canteen meets the canteen objectives
- to work closely with the canteen manager and business manager to achieve an efficient, effective and profitable service for the school community.

3. Membership

Membership of the canteen subcommittee includes:

- site leader or their delegate
- school services officer who manages canteen finances
- canteen manger(s)
- staff representative(s)
- governing council representative(s) as Chairperson
- any interested parent or carers of children currently enrolled
- 2 student representatives

4. Meetings

Meetings are held twice a term on Thursdays at 2.30pm in week 3 and 7 of each school term in the staff room.

- each meeting is chaired by the governing council representative
- meeting agendas and minutes will be organized by the Chair or nominee
- Canteen manager(s) will provide a verbal report
- a quorum will be half the regular membership plus one (50% plus one)
- committee members can submit a written proxy vote if a member is unable to attend
- submissions to the committee must be addressed to the chairperson
- raise and discuss any budget requirements, issues or concerns with the finance advisory subcommittee.

5. Sharing information

Minutes are kept on the governing council team drive and are accessed by the chair or nominee who will make these available to non-governing council members.

6. Review

Terms of reference are to be reviewed at the first meeting of the school year, and the committee stands for the school year.

