Suggested template for terms of reference for canteen committees

Disclaimer: this document has been produced by the Department of Education and Child Development. It is provided to school and governing councils as a suggestion to use for a canteen committee’s standard terms of reference.

It is not a formal policy or guideline.

The file was produced on 10 March 2017 and reviewed in 2022. You have downloaded it from https://www.education.sa.gov.au/working-us/governing-councils/working-others/working-governing-council-committees

# Terms of reference

# Canteen committee *example*

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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 regardless of canteen service type (outsourced, contracted or school run). The committee:

* <insert or remove relevant/irrelevant information>
* makes sure there’s a good supply of reasonably priced and healthy food
* helps organise and encourage volunteer assistants for the canteen
* gives advice about any facilities needed in the canteen
* reviews and updates the canteen policy, guided by the department’s Right Bite Standards and inclusive of relevant legislative obligations
* helps to make sure the canteen complies with all relevant legislation, including the Work Health and Safety Act 2012,the Food Act 2001 and the Single- use and Other Plastic Products (Waste Avoidance) Act 2020
* 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
* presents a statement of accounts at the annual general meeting
* representatives may be involved in provider tendering if contracting a canteen service.

## 3. Membership

Membership must be determined by the council:

<insert or remove relevant/irrelevant information>

site leader (principal/director) or their delegate

canteen manager

1 governing council member as chairperson

1 or 2 staff members

any interested governing council members

any interested parents or community members.

## 4. Meetings

<insert or remove relevant/irrelevant information>

All meetings will be chaired by <insert name/position title>.

Meetings will be held <how often> at <specify location>.

Meeting agendas and minutes will be provided by <insert name or office holder position title>, this includes:

* preparing agendas and supporting papers
* preparing meeting notes and other information.

A quorum will be half the regular membership plus one (50% plus one).

Members of the committee <can/cannot> submit a written proxy vote if a member is unable to attend a meeting.

## 5. Sharing information

<insert or remove relevant/irrelevant information>

Submissions to the committee must be addressed to the chairperson.

Remember that information discussed at committee meetings could be confidential.

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 and canteen practices through the newsletter and/or school website.

## 6. Reporting

The committee reports directly to the governing council chair and site leader.

<insert or remove relevant/irrelevant information>

An overview/report of each committee meeting is presented at the governing council meeting.

Minutes of each meeting are provided to the members of the governing council (if required).

A report of the committee’s activities is presented to the governing council by <insert date> annually.

## 7. Review

The effectiveness and membership of this committee will be reviewed after <insert number of months/years>.