

Overview

The P&C Canteen subcommittee oversees the governance and operations of the Canteen business on behalf of the P&C Committee. It aims to run a low cost and healthy food service for students and staff of FPS. It opens Weds - Fri during school terms.

The P&C employs a canteen manager to operate the canteen service. A big thank you to Katie for all of her efforts and work over this financial year. The canteen manager is supported by a wonderful group of volunteers, without whom the canteen would not function.

Sub committee Members

The names of the committee members in office at any time during the year:

- Judi Barton (Convener)
- Heather Sheldon (Treasurer / P&C Office Bearer)
- Mel Jaques-Brown (Grant coordinator)
- Katie Whitehouse (Canteen Manager)
- Bec Buchanan (General member)
- Mel McFarland (General member)

Committee members have been in office since the November 2022 AGM, unless otherwise stated. There was no active FPS ex officio participation in the canteen sub committee over the financial year.

Volunteers

We would like to thank all those parents who have volunteered their time to assist with running of the canteen over the past year. Special mention goes to those volunteers who regularly help out: Bec Buchanan, Mel Northey, Paul Bunting. In 2023, we ran a successful drive to recruit more volunteers to the pool by using a targeted year level approach.

Finances

See the treasurer report.

Accounts

Access to the account has been Canteen Manager, P&C Treasurer and Sub committee convener. All accounts have been paid on time and invoices saved to Xero.

Initiatives and Activities.

Canteen Menu Price Assessment

Owing to the increasing cost of supplies during 2023, prices were continuously reviewed and adjusted as required.

Canteen Reusables

Reusable cutlery and containers were continued for use. There was a very high loss of cutlery, over 1000 during the calendar year. The use of this will be assessed during 2024 to determine if it continues. Reusable containers and cups were much more successful.

Volunteer Management

To demonstrate due diligence with food safety protocols, we have developed an annual induction tool which allows volunteers to sign in once a term to the Canteen safety procedures.

Preschool

Wednesday preschool orders were continued. There is good take up and can be supported within existing resourcing.

Meal Deals & Special Menu Days

Meal deals and special menu days provide an important revenue boost for the canteen. It's also a good way of encouraging people who don't usually purchase from the canteen to do so. To allow for easy order management all families are encouraged to order through the Spriggy Schools app. Cash orders are accepted at the discretion of the canteen manager

This financial year we ran several very successful meal deals/special menu days including:

- 1) Book Week Burger Bundle (August 22)
- 2) Battle of the Buns Meal Deal (September 22)
- 3) Halloween at the Canteen (October 22)
- 4) Festive Feast Meal Deal (December 22)
- 5) Athletics Carnival Meal Deal (March 23)
- 6) Easter Recess Special (April 23)
- 7) Lunch on the Run, Cross-country Meal Deal (May 23)
- 8) PJ Party Meal Deal (June 23)

Recess Ordering

Online recess ordering continued and had a steady take up.

Grade 6 helpers

The year 6 Hospitality Team continued to support canteen counter service in 2022/23 and this program will continue in 23/24. There were fewer behaviour issues than in previous years. We will continue to use the Canteen agreement process.

Grant for Supporting Parental Engagement

During 22/23 the grant was acquitted. The final amount was used to provide a composting option for canteen food waste and terracycle boxes for school use.

Risks and Issues

Aspect	Risk
Cleaning	HIGH <ul style="list-style-type: none">- The canteen manager does not have the capacity to clean during opening hours.- The space is shared with OSHC and do not have cleaning in their Deed with the school and have high staff turnover.
Record Keeping	MEDIUM <ul style="list-style-type: none">- Cleaning record keeping is not undertaken. This will become a high risk from Dec 23 when it is required.- Not all volunteers are signing in or doing the induction.
Volunteers	MEDIUM - We rely very heavily on a small group of volunteers, however have managed to increase the pool of volunteers over the FY.