



ST JOHN THE APOSTLE
PRIMARY SCHOOL
NARRAWEENA

St. John's Canteen Committee Term 2 Update

Agenda

- Key highlights and updates : T1 & T2
- Work plan progress / updates & actions
- Q&A

Key Highlights and updates T1 +T2

Impacts/Actions

1

• **New Menu introduced on Week 2:**[Link](#)

- Added variety with new items and choices
- Daily fresh and hot specials- healthy options
- Removal of sugary drinks and “unhealthy “items

- 1 - New tasks expected from volunteers
- 2-Training and higher support from C.Coordinator
- 3- Assess changes on demand (Data)

2

Online ordering – QKR !

- Increased usage – 5 % increase from March to May (7%- 12%)
- Reporting available to check volume and demand trends

- 1 - Difficult to maintain two systems (Paper bags +online)
- 2-Confirmed cut off : **1 June** - to move to 100% QKR
- 3- Back up plan for closures becomes critical

3

Meetings (T2):

- Canteen committee, coordinator and principal meet to approve new menu options –April 17
- Canteen committee meets to progress on work plan items (May 17)

4

Canteen name & logo competition : **CRUNCHTIME !**
Winners announced . Banner in progress.

WORK PLAN ITEMS T2 2017



Element	Details	Priority	status	Actions
1- Back up plan for closure days + (Assess opening Thursdays)	Prepare options to have a back up plan for days when pool of volunteers fails.	High/ Critical	Discussions in progress	Prepare options : Pros& cons for each and present to Mr. Bateman –T2
2- Survey to collect info/feedback from community	Collect data to know preferences / suggestions /how to improve current service	High	In progress	Survey has been drafted- Modifications due to new menu Send end of term
3-Financials and reporting system.	Design financial tools to manage cash flow and add visibility	High	In progress	Designed format Need to add items tracked by C.coordinator: Includes : Forecast/Actuals /Variance /YTD results
4-Data analysis QKR reporting functionality	Analyze data to study trends and usage % . Comparison with 2016 data. Explore reporting available from QKR	High	In progress	Cendrine and Maria working to obtain key data – assess impact from menu changes/technology-
5- Canteen models identification	Research on other Canteen models	Medium/High	In progress	Visiting other canteens Note pros/cons Present findings
6-Menu. Design/items and possibilities	Establish types of menus that would fit with each canteen model .. Take into account current guidelines	High	Partially completed (for current model).	To progress with item 5



Q & A

APPENDIX