

See Distribution

10th May 2023

**MINUTES OF THE CATERING ADVISORY COMMITTEE MEETING HELD IN
GODWIN ROOM AT 09:30 AM ON WEDNESDAY 10TH MAY 2023**

Present	Oliver Boddy Lee Corke Amir Van Eekelen Julie Hope Aadarsh Khimasia Arsham Nejad Kourki Paula Yardy Saban	Acting Head Chef Director of Hospitality UCS Representative Staff Representative New UCS Representative MCR Representative Administrative Assistant	Chair/Secretary
Apologies	Marie Bouvier Douglas Hedley	Front of House Manager Fellows Steward	

Item (a)	Discussion and Decisions (b)	Action (c)
1	1. The minutes of the previous meeting on 8 th February 2023 were approved.	Approved
2 Declarations of Interest	Nothing to Declare.	
3 Catering Manager's Report	The Catering Manager updated members of the meeting on services within the Department. In the new Old Court kitchen we are still having ongoing mechanical issues with the extraction for the pot wash room. We still do not know how long this will take to resolve the issues and until then all dinning will be held in the Gillespie Centre. The Great Hall and Café are still on schedule to be handed back.	

4 Fellow's Feedback	<u>Feedback.</u> The Fellow's Steward wanted to thank Lee and the whole catering team for providing such a high quality service to us all, under such extraordinarily difficult circumstances.	
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Item (a)	Discussion and Decisions (b)	Action (c)
5 MCR Feedback	<p>The MCR rep sent out a survey to all of the MCR and received 18 responses back. Please find attached full survey and a couple below:</p> <p>Need a Salad Bar Portion size to small Decoration of the Buttery is not appealing or aesthetic. It feels like an underground hospital room.</p> <p>The salad bar fridge in the Old Buttery is unrepairable. The Director of Hospitality to look into buying a new one.</p> <p>All of the MCR students were quiet surprised to find that nothing had changed in the Buttery and we still had all of the old units and appliances which were there before the shut down and are 25 years old and noisy.</p> <p>Food waste – All our food waste is composited and we are very happy with the service which is provided.</p>	Director of Hospitality
6 UCS Feedback	<p>The UCS rep informed the committee that they will be sending out a new survey to students when we are back into the H staircase.</p> <p>Loved the fish and chips from the Buttery in H with proper battered fish.</p> <p>Looking forward to having larger Formal halls when we return to H staircase of up to 90 Guests and some theme nights like Harry Potter.</p> <p>Would it be possible to change Meat Free Monday's to a different day every week. To help with the dip in sales on a Monday. The Director of Hospitality advised that it was better to keep it to the same day every week.</p> <p>Food waste – All of the food is utilised where we can, leftover food is used for the Catering Staff Meals and any food that is thrown away is composited.</p>	UCS Rep
7 Staff Feedback	<p>The Staff rep wanted to thank all the Catering staff. Please find below comments from the staff</p> <p>Lunchtime food options are very carb / starch heavy and would it be possible to provide salads, which do not contain as much pasta / noodles / bread but which have more actual salad (vegetable) content instead?</p> <p>Will the salad bar be back?</p> <p>Location of waste food etc. it is in the way of the queue. This will be temporary, only as corridor not open at the moment.</p> <p>Also now the buttery has moved back a choice of pasties or sausage rolls would be nice as an alternative to sandwiches. To be looked at.</p> <p>Staggering when they put out the sandwiches/salads to account for those arriving after 1pm</p>	Acting Head Chef

	<p>Less onion in all salads</p> <p>On some days all the food contains gluten apart from the soup</p> <p>Jacket potatoes</p> <p>The Director of Hospitality advised that Jacket Potatoes could come back to the Buttery. Salad fridge as above to discuss with the Bursar. All other items to be looked at by the Acting Head Chef.</p>	<p>Acting Head Chef</p>
<p>8 AOB</p>	<p>People really appreciate the new food especially the chips which were coming out of the Buttery in H staircase.</p>	<p>UCS Rep</p>
<p>8 Future Meetings</p>	<p>The next meetings for the new academic year will be on Wednesday, 8 November 2023, Wednesday, 7 February 2024 & Wednesday, 8 May 2024. All of these meetings will be held in the Glover Room at 9:30 am</p>	<p>All to Note</p>

L L CORKE
Catering Manager
Chair
Ext 33227

Distribution:

Marie Bouvier (Front of House Manager)
Oliver Boddy (Acting Head Chef)
Lee Corke (Director of Hospitality)
Douglas Hedley (Fellows' Steward)
Aadarsh Khimasia (New UCS Representative)
Arsham Nejad Kourki (MCR Representative)
Amir Van Eekelen (UCS Representative)
Julie Hope (Staff Representative)
Ashley Sargent (Head Chef)
Paula Yardy Saban (Secretary)

Copy to:

Loretta Minghella (Master)
Vithusan Kuganathan (UCS President)
Lizzy Conder (Bursar)
Jas Bath (MCR President)