

MINUTES OF THE CATERING ADVISORY COMMITTEE MEETING HELD BY ZOOM AT 12:00 NOON ON WEDNESDAY 25TH NOVEMBER 2020

Present	Jonathan Benn Marie Bouvier Lee Corke Emma Easterbrook Amber Jing Aylmer Johnson Martha Roberts Ashley Sargent Paula Yardy Saban	MCR Representative Front of House Manager Catering Manager Assistant Bursar UCS Representative Fellows' Steward Staff Representative Head Chef Catering Administration	Chair Secretary
Apologies			

Item (a)	Discussion and Decisions (b)	Action (c)
1	1. The minutes of the previous meeting on 6 th February 2020 were approved.	Approved
2 Declarations of Interest	Nothing to Declare.	
3 Catering Manager's Report	<p>The Catering Manager updated members of the meeting on services within the Department.</p> <p>a. <u>Old Court</u> The Catering Manager informed the Committee that the Catering department, along with the implications of Covid 19, had closed the main kitchens down and moved into the temporary kitchen and new offices at the end of Summer.</p> <p>The Department started serving take away meals in the middle of August for Staff and Fellows from the Garden Room following Government guidance.</p> <p>The new buttery opened on Thursday 1st October for students; staff continued to use the Garden Room.</p> <p>In the middle of October, the garden Room was closed, and staff joined students in the Buttery for Lunch, offering a takeaway service where students were able to sit within their bubbles.</p> <p>We went back to a takeaway service for the second lock down, but also opened up the Colony kitchens so that students and staff could also get lunch and dinner. The Colony kitchen will close on Saturday 5th December after brunch.</p>	

Item (a)	Discussion and Decisions (b)	Action (c)
3 Catering Manager's Report Continued	<p>b. <u>Christmas Dinner</u> We will be serving Christmas themed Dinner to students on 2nd December and the Catering Manager has asked the MCR and UCS Reps to email all students to make them aware of this and also to advise them to book in for their meals using the online booking system.</p> <p>For students staying over the Christmas period, the Catering Manager has emailed them a link for a survey asking if they would like meals over Christmas and a Christmas Day lunch. The deadline for responses is Friday 27th November and then the Catering Manager can make a decision on how Catering will be organised over this period.</p> <p>c. <u>Food boxes</u> The Catering Department has received nice comments back from students regarding the food boxes we have delivered for isolating students.</p>	MCR Rep & UCS Rep
4 Fellow's Feedback	<p><u>Feedback.</u> The Fellows Steward had nothing to report, but wanted to thank the catering team for providing Wednesday night dinners when we were allowed to and all the lunches were receiving positive feedback.</p>	
5 MCR Feedback	<p><u>General.</u> The MCR rep reported that the food isolation boxes were really appreciated by Graduates that had requested them.</p> <p>The virtual formal hall was in full swing and he thanked the Head Chef for the recipes</p> <p>The Assistant Bursar said that the Catering Manager was definitely ahead of other colleges for the planning of Christmas closure.</p>	
6 UCS Feedback	<p>. The UCS rep informed us that the Isolation boxes for Vegans were just boxes with the meat protein taken out. The Head Chef is to look into this as there are separate meals for each day for the Vegans/Vegetarians as well and maybe the other students had taken the wrong boxes. They were also concerned that there was not enough fresh fruit and vegetables in the boxes, but this has already been rectified when flagged earlier in the term.</p>	Catering Manager/Head Chef
7 Staff Feedback	<p><u>The Buttery</u> The Staff Rep informed us that there was really positive feedback for all the work that we doing.</p> <p>Thank you for making the takeaway containers recyclable. Catering Manager to double check if the white containers can go into the recycling as they are compostable.</p> <p>The Catering Manager has been talking to a company that supply compostable bins and has sent all the details to the Accommodation Manager to look at and then will pass on to the Environmental committee. There will however be costs involved to use this method and once the pandemic is over we will go back to serving sit down meals and not takeaway.</p> <p>The pre-packed Salads, the staff are asking if these could be more substantial and if we could have the soup and rolls on the menu as the weather is changing.</p>	Catering Manager/Head Chef Catering Manager/Head Chef

Item (a)	Discussion and Decisions (b)	Action (c)
8 AOB	<p>The Catering department is waiting to hear what the tier system will be for Cambridge on Thursday.</p> <p>We have arranged for a Christmas Dinner to be served from the Buttery on Wednesday 2nd December in the evening for all students to takeaway. UCS and MCR Reps to communicate by email to advertise this to all Students and Graduates to let them know. Booking of this event is essential so that the Catering Team are able to gauge numbers and reduce waste. UCS rep to also include in her email out to students.</p>	<p>All to Note</p> <p>UCS & MCR Reps</p>
8 Future Meetings	<p>1. The next meeting TBA.</p>	<p>All to Note</p>

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Distribution:

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Ashley Sargent (Head Chef)
Paula Yardy Saban (Secretary)

Copy to:

Anthony, Lord Grabiner QC (Master)
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Paul Warren (Bursar)
Will Wood (MCR President)