

**MINUTES OF THE CATERING ADVISORY COMMITTEE MEETING HELD IN
GODWIN ROOM AT 09:30 AM ON WEDNESDAY 10TH NOVEMBER 2021**

Present	Jonathan Benn Marie Bouvier Lee Corke Lily Rafalin stood in for Amy Howell Samantha Hodder Paula Yardy Saban	MCR Representative Front of House Manager Catering Manager UCS Representative MCR Representative Secretary	Chair Secretary
Apologies	Douglas Hedley Ashley Sargent Martha Roberts	Fellows' Steward Head Chef Staff Representative	

Item (a)	Discussion and Decisions (b)	Action (c)
1	1. The minutes of the previous meeting on 12 th May 2021 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>The Catering Department are pleased to be back to normal, offering again dinners and formal Halls. The new temporary kitchen is proving to be a struggle as there is limited space. We have now moved our pastry section to the Garden room to free up some space.</p> <p>The Old Court refurbishment has been pushed back to the end of December 2022 and may go back even further. The new café will be serving for example sandwiches, paninis, soups and salads.</p> <p>There is currently a shortfall of chefs and we trying to recruit more which is very difficult as there seems to be a nationwide shortage of chefs, especially in the Cambridge area. This impacts on us if we have any chefs go off sick, we are reliant on agency staff to cover their shifts.</p>	

Item (a)	Discussion and Decisions (b)	Action (c)
4 Fellow's Feedback	<u>Feedback.</u> The Fellows Steward had nothing to report.	Catering Manager
5 MCR Feedback	<p><u>General.</u> The MCR rep reported that all the Buttery staff are very friendly and nice and that they like the new options of a vegan and vegetarian option for every meal. They did request as an improvement if we could make one of the veggie options gluten free for each meal. For the time being we have asked them to email the pantry in advance if they require a gluten free option until we can put this into place. Some MCR students have said the portion sizes are too small and very expensive. All MCR students are charged a 50% surcharge as they are not paying the kitchen fixed charge but they can opt into this. The only other thing reported was that the queues were too long.</p> <p>MCR formal have all been booked up and they now have a waiting list in place. The Halloween formal was very good and they all likes the Arancini. They would like a Super Formal hall once per term and the Catering Manager will advise on the price for this. They are very happy with the portion sizes but the Vegan/Vegetarians are saying that tofu is served a lot. The head chef to take a look at this. Another thing they would like more of is ice cream with their desserts.</p> <p>Christmas Formal Halls for the MCR will be on Friday 3rd & Saturday 4th December 2021.</p>	<p>Head Chef & Catering Manager</p> <p>Catering Manager</p> <p>Head Chef</p>
6 UCS Feedback	<p>The stand in UCS rep informed the committee that they were very happy to have the 3 choices for each meal but asked if fish could be served either for lunch or dinner daily. Students have also asked if the menu could have one of the options low in carbohydrates. Concerning pizza night, they asked if they could have a vegan option of parmigiana or something like that and more vegetables or salad.</p> <p>Christmas Formal Halls – Will be released on Saturday 20th November at 12:00 noon and will commence the week of 29th November 2021. UCS will take place on Monday, Tuesday and Wednesday of that week.</p>	Head Chef
7 Staff Feedback	<p><u>The Buttery</u> The Staff Rep informed us that there was really positive feedback from all the staff.</p> <p>The staff were asking if the pre-packed Salads, they could have more vegetarian ones throughout the week. Also sandwiches, could we order more on a daily basis. Would it also be possible to offer Vegan mayonnaise and butter as some of the vegan dishes are very dry and this would help.</p> <p>The staff also asked if they could have jacket potatoes, soup and rolls back. The catering department are unable to offer these as there is no space to serve these in the temporary Buttery.</p> <p>The staff also asked if they could have some kind of traffic light system for healthy meals. The MCR & UCS reps said the students would strongly disagree with this and not support it because of food anxiety with students. The UCS are looking to put into place a carbon footprint stars system. The meat free Mondays will continue out of term time as well.</p>	Catering Manager/Head Chef

Item (a)	Discussion and Decisions (b)	Action (c)
8 AOB	Food waste. Any leftover buttry food cannot be given away. All our leftover food is composted and collected daily. For sandwich lunches for meetings and receptions, we have agreed to only put 40% out at the start and then replenish, so the food is not wasted.	Catering Manager
8 Future Meetings	1. The next meeting will be on 9 th February 2022 at 09:30 am. Location to be advised at a later date.	All to Note

L L CORKE
Catering Manager
Chair
Ext 33227

Distribution:

Marie Bouvier (Front of House Manager)
Lee Corke (Catering Manager)
Douglas Hedley (Fellows' Steward)
Samantha Hodder (MCR Representative)
Amy Howell (UCS Representative)
Martha Roberts (Staff Representative)
Ashley Sargent (Head Chef)
Paula Yardy Saban (Secretary)

Copy to:

Loretta Minghella (Master)
Lily Rafalin (UCS President)
David Ball (Bursar)
Samantha Mason (MCR President)