

**MINUTES OF THE CATERING ADVISORY COMMITTEE MEETING HELD IN  
GODWIN ROOM AT 09:30 AM ON WEDNESDAY 9<sup>TH</sup> FEBRUARY 2022**

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

<b>Item (a)</b>	<b>Discussion and Decisions (b)</b>	<b>Action (c)</b>
1	1. The minutes of the previous meeting on 10 <sup>th</sup> November 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 had to cancel Formal Halls and some dinners for a week as Covid cases were soaring within the college. We are pleased to be back to normal, offering again Formal Halls and dinners. The Buttery and Theme nights are well attended and are running well. The Marriage Formals have all been re-scheduled and Halfway Hall is taking place on 15<sup>th</sup> February 2022.</p> <p>The Old Court refurbishment has been delayed until February 2023, and we are looking forward to moving back to the new kitchens. The new café will be ready a month or so later after that.</p> <p>It is still very tight working out of the temporary kitchen, but we are pleased to announce we now have 2 Pastry chefs starting in the next couple of weeks. We are however still recruiting for a Sous chef and CDP chef.</p> <p>We have a full Summer coming up with the Summer Schools and Arm for 1700 clients over 3 days. Casual Staff and Agency staff are very thin on the ground so this may give us issues over the Summer.</p>	

Item (a)	Discussion and Decisions (b)	Action (c)
4 Fellow's Feedback	<p><u>Feedback.</u> The Fellows Steward announced that the Fellows are very happy and lunch has more Fellows attending. Wednesday evening dinners are very popular and they are all satisfied. Marie Bouvier asked if Fellows could book in earlier for their dinners. Douglas Hedley will email all Fellows to advise them to do this.</p>	Fellows Steward
5 MCR Feedback	<p><u>General.</u> No update</p>	
6 UCS Feedback	<p>The stand in UCS rep informed the committee that they were very happy with the Food Boxes being sent to isolating students and wanted to thank Catering. One question they had from students was the use by date for the frozen foods and some vegetarian boxes had non-vegetarian food put in them. Head Chef to look into this.</p> <p>The Buttery, some students have complained about the portion size of the Main course option and that there seems to be a lot of inconsistency in the portion size. Lee Corke to investigate. Also they all appreciate having a fish option on every day for either lunch or dinner. Some students are saying the meals are too carb heavy and there does not seem to be a gluten free option every meal time. If this is the case the student should speak to Front of house as soon as they arrive and the chefs will be able to sort something out in 5 minutes for them or let us know in advance and we can have something ready for them.</p> <p>As we have said before about the salad bar, there is not enough space and also with the covid regulations and we would have a lot of wasted food every day.</p> <p>In the new facility, we hope to be able to offer two salad options per day with 1 x meat/fish and 1 x vegetarian salad.</p> <p>Vegan desserts are served twice a week.</p> <p>General response is the staff are very friendly and the food is good.</p> <p>One question asked was if the Buttery could be left open as a study area, but the Catering Manager said this would not be possible and they should use the JCR.</p>	<p>Head Chef</p> <p>Catering Manager</p> <p>Head Chef</p>
7 Staff Feedback	<p><u>The Buttery</u> The Staff Rep informed us that the staff were all really happy.</p> <p>The staff did advise that on one occasion the potatoes were served undercooked. The Head Chef had been informed about this and now all vegetables before they leave the kitchen are thoroughly checked. If however there is a problem with any food item please let the Front of House team know and they will then highlight it to the chefs straight away so that it can be rectified immediately.</p> <p>Other concerns were some options from the hot servery go cold very quickly. The Catering Manager advised that the serveries only heat from the bottom, so one option would be to bring less food out and replenish more to stop food going cold so quickly.</p> <p>The sandwiches have been found to be to margarine heavily and staff are asking for more fruit salads or an additional option of fruit pots. Also if they could have cream and custard for dessert. The Catering Manager said this would cause too much food waste and to keep to one option only. Another suggestion was to sell pasties and sausage rolls. The Catering Manager said we had tried this in the past and that they did not sell but is happy to try again and if they are not selling we will take them off again. The Catering Manager also advised when the new café is open we will be able to offer more items like this.</p> <p>The Vegetarian Salad, the staff are very happy that we have put the price down.</p>	<p>Catering Manager/Head Chef</p> <p>Catering Manager/Head Chef</p> <p>Head Chef</p> <p>Catering Manager</p>

Item (a)	Discussion and Decisions (b)	Action (c)
8 AOB	The stand in UCS Representative suggested that all UCS students going to Formal Halls should do a lateral flow test before attending to stop the spread of the virus.	UCS Rep
8 Future Meetings	1. The next meeting will be on 11 <sup>th</sup> May 2022 at 09:30 am in the Godwin Room.	All to Note

L L CORKE  
Catering Manager  
Chair  
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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)  
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Samantha Mason (MCR President)