

MINUTES OF THE CATERING ADVISORY COMMITTEE MEETING HELD IN THE GODWIN ROOM AT 09:30 ON THURSDAY 9TH MAY 2019

Present	Marie Bouvier Lee Corke Aylmer Johnson Martha Roberts Paula Yardy Saban	Front of House Manager Catering Manager Fellows' Steward Staff Representative Catering Administration	Chair Secretary
Apologies	Nicholas Gregory Lydia Parkinson Ashley Sargent	UCS Representative MCR Representative Head Chef	

Item (a)	Discussion and Decisions (b)	Action (c)
1	1. The minutes of the previous meeting on 8 th February 2019 were approved.	Approved
2 Declarations of Interest	Nothing to Declare.	
3 Catering Manager's Report	<p>1. The Catering Manager updated members of the meeting on services within the Department.</p> <p>a. <u>Buttery</u>. The Catering Manager informed the Committee that it had been a very busy Easter and Summer would be extremely busy. No Buttery Themed evenings for the UCS have been arranged, so this needs to be looked at by the new UCS Rep.</p> <p>b. <u>Formal Halls</u>. The Catering Manager informed the Committee that in term time when it is quiet the suggested to cancel a Formal Hall on these weeks e.g. Tuesday's as attendance was very low. This is still ongoing and needs to be further looked into. Also discussed was to have a Staff Formal Hall once a year or once a Term so that the staff can bring a guest and experience a formal hall as this is done at other Colleges.</p> <p>c. <u>New UPAY System</u>. The Catering Manager informed the committee that the current tills are being replaced at the end of June. No cash transactions will be allowed with the new tills so any staff who go over there allowance would need to pay the difference on card. Catering Manager to email staff with a start date.</p>	<p>UCS Rep</p> <p>UCS Rep</p> <p>Catering Manager</p>

Item (a)	Discussion and Decisions (b)	Action (c)
4 Fellow's Feedback	a. <u>Feedback</u> . Nothing to report, but will look at the Fellows Summer Dinner. The Catering Manager said that the way of serving Claret was working well in the SCR.	Fellows' Steward
5 MCR Feedback	<p>a. <u>Formal Halls</u>. The MCR rep informed us Formals haven't been selling out. Historically the first few weeks of this term have the lowest attendance but numbers have been lower all year. The MCR rep will work with next year's social secs to try and promote formals to have better attendance.</p> <p>At the last meeting it was agreed that vegan/lactose intolerant people could be provided with some kind of olive oil based product instead of butter, Front of House Manager to look into this further.</p> <p>The Green Formal hall which will be on 31st May has had a lot of praise and interest from the Green and sustainable societies, so everyone is looking forward to it.</p> <p>Overall despite low numbers for Formal Halls all the feedback has been positive.</p>	<p>MCR Rep</p> <p>Catering Manager/Front of House Manager</p> <p>Head Chef</p>
6 UCS Feedback	Unable to make meeting.	
7 Staff Feedback	<p><u>The Buttery</u> The Staff Rep informed the committee, that overall the staff were happy and very happy with the Salad Bar. They had asked if there could be some more choices to go with Salads e.g. quiche or cottage cheese and if jacket potatoes could be served all year round. Also some staff were asking how to distinguish the size of a small salad and large salad.. We are not able to advertise website menus in the Summer Months for the Buttery as they change so much on a daily basis.</p> <p>All of our fish is MSC certified that is served in the college.</p> <p>Tables in the Buttery have been found to be sticky. This is because tops of the tables are old and even after being cleaned they are still sticky. The conclusion was to get the tables re-varnished but the only time we could do this would be at our Christmas close down.</p> <p>The date when Veggie Mondays will start will be announced by email by the Catering Manager.</p>	<p>Catering Manager/Head Chef</p> <p>Catering Manager</p> <p>Catering Manager</p>
8 AOB	Nothing to report.	All to Note
8 Future Meetings	1. The next meeting will be held in the Godwin Room at 09.30am on Thursday 7 th November 2019.	All to Note

L L CORKE
Catering Manager
Chair

Ext 33227

Distribution:

Nicolas Gregory (UCS Representative)
Marie Bouvier (Front of House Manager)
Lee Corke (Catering Manager)
Ashley Sargent (Head Chef)
Aylmer Johnson (Fellows' Steward)
Lydia Parkinson (MCR Representative)
Martha Roberts (Staff Representative)
Ashley Sargent (Head Chef)
Paula Yardy Saban (Secretary)

Copy to:

Anthony, Lord Grabiner QC (Master)
Paul Warren (Bursar)
Nick Wise (MCR President)
Dan Wright (UCS President)