

**MINUTES OF THE CATERING ADVISORY COMMITTEE MEETING HELD IN
GODWIN ROOM AT 09:30 AM ON WEDNESDAY 11TH MAY 2022**

Present	Jasmin Bath standing in for Samantha Hodder Lee Corke Amir Van Eekelen Paula Yardy Saban	MCR Representative Catering Manager UCS Representative Secretary	Chair Secretary
Apologies	Marie Bouvier Douglas Hedley Celia Hipkin-Chastagnol Ashley Sargent	Front of House Manager Fellows Steward Staff Representative Head Chef	

Item (a)	Discussion and Decisions (b)	Action (c)
1	1. The minutes of the previous meeting on 9 th February 2022 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 Buttery and Theme nights are well attended and running well, the Catering Manager would like to arrange more of these with co-operation from the UCS representative.</p> <p>The service times of the evening Buttery was questioned and the UCS representative stated that more students would attend if the opening time was changed to 6:30 pm – 7:30 pm. The current opening times for the Buttery are 6:15 pm – 7:15 pm. The Catering Manager explained that to open later would have an impact on Formal Hall start times as they start at 19:30 pm and the Chefs and Front of House staff need 15 minutes to prepare for service.</p> <p>The Catering Manager will look at this.</p> <p>Since re-opening for breakfast this term the attendance has been very good.</p> <p>We are still facing some staff shortages within the Catering department, these are ongoing and it is proving difficult to recruit from within the Cambridgeshire area.</p> <p>The Old Court refurbishment has been delayed until early 2023, and we are looking forward to moving back to the new kitchens. The new café should be ready for opening a month later.</p>	Catering Manager

Item (a)	Discussion and Decisions (b)	Action (c)
4 Fellow's Feedback	<u>Feedback.</u> Nothing to report.	
5 MCR Feedback	<p><u>General.</u> The MCR representative would like to compliment the Catering Manager, Secretary and Catering staff for all there help with the Clare Symposium.</p> <p>There are some improvements the MCR would like to see in the Buttery and Formal Halls. They would like more variety in the Formal Hall especially for the Vegan option as a lot of the time it seems to be Tofu or aubergine. In the Buttery there seems to be a lot of dishes the same for Vegan and they would like to see more variety. Also for the Vegan dessert is there any chance that they could have a cheesecake or more varied choices. The vegan chocolate brownie is a favorite.</p> <p>The salads run low very quickly for the popular choices and would like the numbers of salads made to be increased. The Catering Manager to look at.</p>	Catering Manager
6 UCS Feedback	<p>The new UCS rep informed the committee of some suggestions they would like to make. A table with extra condiments so students could add some spices to their food. The suggestions were smoked paprika, coriander, dried herbs, cumin, nutmeg, chilli powder, cinnamon and sweet chilli sauce. This is to enable them to personalise dishes to their own tastes. The Catering Manager said that we would be able to look into this and will ask our stores person to look into finding these items in containers that would be suitable for students to use.</p> <p>The Buttery Menu has some items that the students really do not like and they asked if these items could be taken off. Wet Polenta, BBQ beans, Boston Beans and the stuffed Apple. Could they have a more variety of items for the starch element and they know this will be very difficult. One question that was asked if we are serving a pasta dish, then how come we are still serving a starch item. Could we sometimes put on a salad or coleslaw to replace the starch item. Would they be able to have starch items such as a pasta with a tomato sauce or jacket potatoes. They like the Rosemary salted steak chips and Lasagne.</p> <p>Also the plain fish is very popular and always perfectly cooked. The battered fish is ok but the Catering Manager explained that without fryers we are only able to offer the oven variety and we have tried lots of different brands.</p> <p>One student was told that they could not have 3 x hash browns for breakfast. The Catering Manager will speak to the Buttery Supervisor and staff.</p> <p>The UCS would like the recipe for the chocolate brownie as they really like this and would like to make it when they return home. The Catering Manager will arrange this.</p> <p>Halal options on meat was discussed as all of our lamb and chicken that we buy in is halal. To buy lamb or chicken that was not halal would be more expensive. The Catering Manager will organise a letter from our suppliers to state that all of the chicken and lamb is halal that we purchase so that the UCS rep can inform the students which have enquired.</p> <p>Waste Food – All of our waste food is composted and all of our oil is recycled by Olleco.</p> <p>The UCS rep would like to arrange a meeting with the Head Chef every 2 weeks. The Head Chef is to arrange this.</p>	<p>Head Chef/Catering Manager</p> <p>Catering Manager/Head Chef</p> <p>Catering Manager/Head Chef</p> <p>Catering Manager</p> <p>Catering Manager/Head Chef</p> <p>Head Chef</p>

Item (a)	Discussion and Decisions (b)	Action (c)
7 Staff Feedback	<u>The Buttery</u> - No update.	
8 AOB	None	UCS Rep
8 Future Meetings	1. The next meeting will be on 9 th November 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)
Amir Van Eekelen (UCS Representative)
Celia Hipkin-Chastagnol (Staff Representative)
Ashley Sargent (Head Chef)
Paula Yardy Saban (Secretary)

Copy to:

Loretta Minghella (Master)
Vithusan Kuganathan (UCS President)
David Ball (Bursar)
Samantha Mason (MCR President)