

Dear Parents and Caregivers,

In recent P&C reports it has been highlighted that over the last few years, the canteen has been running at a significant loss and that the P&C funds have been used to substitute these losses. The new Executive Committee for 2018 has decided to conduct an extensive review of the canteen to determine where the losses are occurring.

The Executive Committee would like to inform all parents and caregivers that it is not our intent to close the canteen and that we fully intend for it to remain open. The Executive Committee maintains that the canteen is recognized as a fundamental part of the school and community and we believe that we provide a good level of service to the school and the community. The primary goal of the Executive Committee is to support the running of the canteen and the staff members, both (paid and volunteers), to ensure that as a minimum the canteen breaks even. In order to do this we need to fully understand the current state and explore options on how we can prevent the current situation continuing or becoming worse.

Last year on the 3rd May 2017, the Western Australian School Canteen Association (WASCA) conducted a full review of the canteen operations. Following the review the committee was supplied with a list of recommendations. The 2018 Executive Committee will be using these recommendations as the basis to align the way we believe the canteen should be operating.

As a result of the initial review the Executive Committee have identified some opportunities and made some initial changes.

At the P&C Meeting held on the 26th March 2018, Adrie Schoonens was appointed in the role as Treasurer, Adrie stated that he would stand down if the committee were able to find someone to replace him as he did not want to continue doing the role for another year. We can now announce that Kieron Strahan has stepped forward to undertake this role. Kieron is a Certified Public Accountant and a successful business owner within the catering field. Kieron has also volunteered to take on the Bookkeeper role free of charge until we stabilise and stop the current losses. The Executive Committee would like to thank Adrie for his service to the P&C in the role that he held and we would also like to thank Claire Ginbey for her role as Bookkeeper.

The Executive Committee have reviewed the roles and responsibilities within the canteen for all the paid employees. All employees are currently on a fixed term contract and there will be a few changes. The main change is that the role of the Canteen Manager will no longer be available. Going forward the canteen will have a Canteen Supervisor Role to align to WASCA guidelines. The Supervisor role will be advertised on recruitment sites on Friday the 1st June. This has a direct effect on the current Canteen Manager, Barbara Malloy. As a result of this the Executive Committee have advised Barbra that her contract will not be renewed in its current form and if she wants to reapply for the supervisor role she would be more than welcome to do that. We would like to thank Barbara for her ongoing efforts in supporting and running the canteen for a number of years. The Canteen Supervisor role will be split between x2 supervisors, this will provide more flexibility and it limits overtime payments being paid to employees. The Canteen Supervisor fees will be aligned to the current agreement which is a reduction to the current rate the Canteen Manager receives.

The casual employees will continue on the same agreement rates and their availability will be clearly defined and reviewed on an ongoing basis. An annual review will be undertaken when the new Canteen Supervisors rolls are in place to ensure all paid staff are aligned with expectations going forward.

There will be a drive to recruit more volunteers to support and improve the ongoing relationships with the parents and caregivers.

The current menu and cost structure will be reviewed to ensure our pricing structure is aligned to our requirements. WACSA have supplied some supporting documentation to enable this and we will be using this going forward. We will also be investigating the introduction of Cashless payments at the tills to speed up the process and to make it easier for those who do not have cash on them to be able to purchase food. The online menu will be updated in accordance to what is available as we will be encouraging more online ordering.

Further communication will be sent out in due course. The Executive Committee wanted to ensure you were all notified of these developing changes at the earliest possible opportunity.

Yours sincerely

Oliver Wolf

President

Woodvale Secondary College P&C Association