

Catering committee

Meeting minutes

Time: Nov. 1, 2017, 8:15am-9:30am

Present: Mr. Fröhlig, Support Services Manager, LFS (reporting)
Ms. Herry, Director of School (Elementary), LFS
Mr. Du Fayet De La Tour, Vice Headmaster (Secondary), LFS
Ms. Benoît, Education Counselor, LFS
Ms. Labourie-Bousquet, Students Representative, LFS

Mr. Stöveken, Head of Administration, DSS
Ms. Kaiser, Parents Representative, DSS

Mr. Vetri, Head Chef, Compass Group
Ms. Liu, Site Manager, Compass Group

Absent: Mr. Chikli, COO, LFS
Ms. Herry, Director of School (Elementary), LFS
LFS nurse
Mr. Saby, Parents Representative, LFS
Ms. Le Carval Gonnord, Parents Representative
Mr. Aygalenq, Parents Representative
Ms. Scheidegger, Parents Representative
Ms. Lorenzoni, Teachers Representative

Note: In the absence of newly elected parents, this first committee took place with the LFS representatives of the 2016-2017 school year.

Agenda :

1. Framework of the committee
2. Introduction of Chartwells and their service
3. Report on the 2017 summer works
4. Projects for 2017-2018
5. Q&A

Development:

1. **Framework of the committee:**

FRAMEWORK (1/2):

The Committee meets to inform its members of the works in progress, and answer their questions, as to promote a healthy relationship and improve the general quality of service.

The Committee is not qualified to take decisions with a financial impact. Accordingly, these decisions are to be handled by the respective Boards.

The role of the members is to pass on the information to the users and provide feedback from them. Members are to set aside any personal conflict of interest during the Committee.



FRAMEWORK (2/2):

Article 1:

The joint Committee meets at least once per trimester, on LFS and DSS Transportation Supervisors' initiative.

Article 2:

The LFS and DSS Transportation Supervisors set the dates and times of meetings. They send the invitations, proposal of agenda and preparatory documents 10 days in advance. All questions are to be sent at least one week before the meeting. The Supervisors send the meeting minutes.

Article 3:

The chairs persons from DSS and LFS are jointly conducting the Committee.

The Committee can only take place if enough members are present at the beginning of the meeting: at least one parent and one pupil from LFS side, as well as one parent from DSS side. In case the number of required parents or pupils is not reached, the meeting is postponed within 8 and 15 days. If the number is not reached then, the meeting is adjourned until the following trimester.

Article 4:

The Committee meets within 75 min. time. If questions cannot be addressed within that frame, they can be reported to the next meeting.



2. Introduction of Chartwells and their service:

IN SHORT:

A Head Chef: Raphaël Vetri
A Site Manager: Rebecca Liu
A staff of: 48 in Oct. 2017

Roughly **2000 meals** served per day at the Eurocampus
A supplier present **on all sites** of LFS and DSS in Shanghai
Operations on **regular school hours and events**

Certifications:

A Center of Excellence + one of 2 only ISO units in China (with Beijing)
for the Chartwells group

Several catering **options:**

- A la Carte
- Set menu
- Délimarché



COMPOSITION OF A SET MENU:

Appetizer	Raw vegetables	Soup	
Main dish	Meat of fish	Starch	Vegetables
Diary product	Yoghurt or cheese		
Dessert	Fruits	Dessert	
Others	Bread	Water	



SERVICE LINES:

- Different lines:
 - Pasta station
 - Chef special station
 - Wok and noodles station
 - Vegetarian station
 - Carving and grill station
 - Sandwiches station
 - Set menu area (LFS elementary)
 - Salad bar
 - Fruits, snacks and desserts by Délimarché
 - Ice yoghurt



3. Report on the 2017 summer works:

REPORT ON SUMMER WORKS:

June 2017 chart with status update:		
Items	Details	Status
Canteen refurbishing	Acoustic studies done in 2016 Project postponed to the whole renovation of the canteen space	Postponed
Renovation of Délimarché	Délimarché space to be renovated (see next slide)	Done
Dishwashing area	Plan to renew the flooring and put a waste management process in place	Done
Dishwasher	Plan to acquire a new dishwasher: trays are currently wet and plates cleanliness can be improved	Done
Minor paint jobs	Plan to make the catering space neater	Done



DÉLIMARCHÉ DESIGN:



4. Projects for 2017-2018:

PROJECTS FOR 2017-2018:

- Continue working to offer healthier meals
- Assess the need for refurbishment
- Work with the primary school to improve the LFS/DSS process



5. Q&A:

- a. **Mr. Stöveken: “Can we explore new ways to top up the childrens’ cards from home?”**
Mr. Vetri: “It is agreed that the current system could be more user-friendly. However, remote payment is unfortunately not available at the moment.”
- b. **Ms. Kaiser: “Can we replace the very sweet drinks with healthier products?”**
Raphaël Vetri: “We will try to cancel the ice tea for a one-month trial and replace it with fresh-fruit drinks and see if there are many complaints. A sales assessment will also be done.”
- c. **Ms. Benoît notes that labels should be added for desserts.**
- d. **Ms. Eck notes that the process of cleanliness should be watched more closely by the supplier. She claims that she saw unhygienic behaviours.**
Mr. Vetri: “We will try to continue monitoring the team.”

The next meeting is set for the beginning of 2018. The date will be confirmed ASAP.