

VALE of GLAMORGAN

Vale Catering Services

Team Plan 2013/14



BRO MORGANNWG

Team Manager	Carole Tyley
Service Plan	Vale Catering Services
Date signed off	16 th August 2013
Signed off by	<i>Ph. Hume</i>

Outcome 3:	All learning settings promote the health and wellbeing of learners
-------------------	---------------------------------------------------------------------------

Objective 11:	All learning settings promote the health and wellbeing of learners
----------------------	---------------------------------------------------------------------------

Context for this objective:	The Council has a duty via the Healthy Eating (Wales) Measure 2009 to promote healthy eating and drinking by pupils in maintained schools and other education settings. All learners have the opportunity of eating a healthy balanced meal during lunchtime provision at school. Enjoy social interaction with peers whilst learning table manners when dining with others
------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
LS11/A088	Analyse and monitor the food choices made by pupils during their first year at secondary school	Ongoing healthy options chosen by pupils on entry to secondary school	M	Carole Tyley	1/4/13	31/3/14	Dietetic resource from Welsh Government Appetite for Life devolved funding	One group of students have been surveyed. However, this was an anonymous survey and pupils will not be easily contactable for a progress update. A new selection group will be established in September 2013.
	Establish a	Gain opinions of	M	Sian Wilson	1/4/13	31/3/14	From existing	

	group of pupils to monitor their food choices over the first year of secondary school.	<p>food choices received at primary school.</p> <p>Food choices now available at secondary school are established.</p> <p>Trend in changes of food choices identified.</p> <p>Reasons for pupils stop taking meals.</p>					resources of the Development Officer	
	Discuss menu choices	<p>Pupils ideas inform new menu plans.</p> <p>Pupils have an understanding of how certain foods benefit their health and wellbeing.</p> <p>Menu choices</p>	M	Sian Wilson Dieticians from LHB	1/4/13	31/3/14	From existing resources of Development Officer and dietetic resource from Welsh Government Appetite for Life devolved funding	

		that pupils do not enjoy are identified and inform future ones.						
LS11/A089	Offer schools learning sessions on healthy eating as part of the school curriculum	Pupils have an understanding of food groups and how they play a part on maintaining a healthy body for healthy living.	M	Carole Tyley	1/4/13	31/3/14	Dietetic resource from Welsh Government Appetite for Life devolved funding	Work to progress from September 2013
	Assembly talks with Healthy Harry the school meals mascot for Primary pupils	Pupil awareness of healthy meals, activity for a healthy lifestyle. Understanding on how food benefits pupil health and how the body works by eating certain foods.	M	Sian Wilson	1/4/13	31/3/14	From existing resources of Development Officer and dietetic resource from Welsh Government Appetite for Life devolved funding	
	Learning session within PSE classes for Secondary	Discussion with PSE teachers on healthy eating and what school	M	Sian Wilson/ Dieticians from LHB	1/4/13	31/3/14	From existing resources of Development Officer and dietetic	

	school	meals offer within the school canteen. Poster campaign on how food benefits the body					resource from Welsh Government Appetite for Life devolved funding	
LS11/A093	Offer menu trialling in primary and secondary schools settings to focus on the foods available within the legislation and offer provided to all pupils	More pupils explore new food experiences. Promotion of nutrient rich foods that meet the standards. Informed new menu cycles. More parents taste foods on offer thereby encouraging pupil uptake.	H	Carole Tyley	1/4/13	31/3/14	Existing resources and additional help from dietetic resource from WG Appetite for Life funding	Food trials are consistently carried out prior to any new menu. Menus are change during Spring/Summer and Autumn/Winter
	Ascertain meal uptake from	Trialled food leads to an	H	Sian Wilson/	1/4/13	31/3/14	Existing resources and additional help	

	trialled foods	<p>uptake in school meals.</p> <p>Pupils are encouraged to attend school meals once they have tasted what is on offer.</p> <p>More parents encourage their children to take school meals once they have trialled the food on offer.</p>		Dieticians from LHB			from dietetic resource from WG Appetite for Life funding	
LS11/A092	Encourage the participation of parents at SNAG meetings	SNAG groups in each school are well attended	H	Carole Tyley	1/4/13	31/3/14	Existing resources and additional help from dietetic resource from WG Appetite for Life funding	No parents are taking part in SNAG meeting at present. Invitations to be offered from September 2014
	Invite parents from school PTA initially and allow them to		H	Sian Wilson Dieticians from LHB	1/4/13	31/3/14	Existing resources and additional help from dietetic resource from WG	

	filter out the invitations to other parents.						Appetite for Life funding		
	Encourage Headteacher or Teachers to identify possible interested parents and formally invite them to the meetings		H	Sian Wilson Dieticians from LHB	1/4/13	31/3/14			
	Increase parental understanding of service responsibilities.		H	Sian Wilson Dieticians from LHB	1/4/13	31/3/14			
	Encourage an active role within the school.		H	Sian Wilson Dieticians from LHB	1/4/13	31/3/14			
LS11/A092	Produce a 3rd Edition of Time to Dine to keep parents informed of legislative requirements and activities	Continuous updated information being reported to all service users and their families	M	Carole Tyley	1/4/13	31/3/14	Existing resources and additional help from dietetic resource from WG Appetite for Life funding	3rd Edition currently in draft to be available from October half term	

	taking place within the school meals department							
	Encourage stakeholders to give information to support the longevity of the magazine e.g. suppliers	Informs parents of the suppliers the service uses and any new ideas to be introduced	M	Carole Tyley/ Sian Wilson	1/4/13	31/3/14	Existing resources and additional help from Development Officer	
	Introduce a 'Spotlight' column to give detailed information about the person/ supplier under the spotlight.	Parents and schools well informed.	M	Carole Tyley/ Sian Wilson	1/4/13	31/3/14	Existing resources and additional help from Development Officer	
LS11/A093	Add information to the Appetite for Life Manual to keep the document up to date and 'live'	Each seasonal menu change will be available for viewing by Estyn Inspectors to assist the process and reaffirm provision	H	Carole Tyley	1/4/13	31/3/14	Existing resources within the Development Officers role	All current menu information has been sent to Headteachers to keep the file up to date and 'live'

		offered in line with legislation						
LS11/A094	Provide a Governors Workshop via the Governor Support Unit in conjunction with Cardiff and Vale Local Health Board	Governors are kept up to date with legislative changes and how the school meals service performs on their and the Council's behalf.	H	Carole Tyley	1/4/13	31/3/14	Existing resources	A date after October half term has been requested from the Governor Support Unit for inclusion in the Autumn Term Governor Training booklet
	Advise of the role and responsibilities of Governors regarding compliancy to Appetite for Life	Governors and Headteachers can prioritise areas of concern regarding compliancy. This is especially pertinent to the 2 opted out schools Help and support can be offered via the Council's catering service to ensure all pupils receive the	H	Carole Tyley/ Sian Wilson	1/4/13	31/3/14	Existing resources and additional help from Development Officer	

		same benefits Schools not adhering to A4L can be recognised and approached in relation to the Health & Wellbeing of its pupils						
LS11/A095	Survey parents through the Vale and My School Lunch websites to acquire information that the service can question its services and prepare a focussed work plan	Focussed actions to inform the next work plan. Realise the desire parents have for their children whilst attending their lunch time provision	M	Carole Tyley	1/4/13	31/3/14	Existing resources and additional help from the Communications Office	We currently have an online meals survey on the Vale website. Once results from this have been established work can commence on a parent survey
	Establish survey questions of the information required to	By asking the right questions the service can establish where to	M	Carole Tyley/ Tina Jones./ Sally Thorpe/	1/4/13	31/3/14	Existing resources	

	inform changes to the service	focus its priorities		Sian Wilson				
	Promote the survey to parents	Engage with schools to promote the survey through their own websites and through parent newsletters	M	Carole Tyley/ Sian Wilson	1/4/13	31/3/14	Existing resources	
LS11/A096	Increase the visits within schools targeted around parent days/evenings to engage with parents	Improved relationships with parents to encourage them to converse with the school meals teams.	M	Carole Tyley	1/4/13	31/3/14	Existing resources	Schools were emailed prior to the Summer term to request an invitation to parent mornings, afternoons or evening sessions. No additional schools were visited. Requests will now be made as to the date of the meetings for our attendance

Outcome 3:	To ensure that learning provision meets changing educational needs
-------------------	---------------------------------------------------------------------------

Objective 12:	To ensure that learning provision meets changing educational needs
----------------------	---------------------------------------------------------------------------

Context for this objective:	Learning provision should equip young people with the skills and knowledge that they need to gain meaningful employment, long term economic stability and lead a fulfilling life in the broadest sense. In the Vale of Glamorgan, this is achieved by developing local solutions to meet local needs through networks of education providers, partners and the Council working together in the best interests of young people
------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress	
LS12/A0 105	Introduce a Vale wide cashless catering and management Information system	A fully integrated online and telephone payment system which allows parents to pay for school meals within a variety of payment	H	Carole Tyley	1/4/13	31/3/14	Agreed Capital expenditure	A tender process has been completed and awarded to Nationwide Retail Systems. Contracts are in the process of being drawn up prior to roll out of the cashless catering	

		methods. MIS data is held centrally for all school sites allowing monitoring and benchmarking . To inform WG of service outcomes and respond to Freedom of Information enquiries						solution. Online payments for secondary schools to be addressed as a separate project	
LS12/A106	Develop the use of social media to promote services, share information and engage stakeholders	Service users and stakeholders have opportunities to follow the progress of service delivery, promotional activities and special news features.	M	Carole Tyley	1/4/13	31/3/14	Existing resources of Development Officer in liaison wit Vale ICT and Web Editor	Initial meeting has taken place as to the possibility of only involving parents in social media. School children under the age of 13 should not be encouraged to use social media pages and the Council	

								<p>cannot be held responsible for the pupils who do request inclusion. Therefore, this action needs closer inspection to its potential outcome</p>
--	--	--	--	--	--	--	--	----------------------------------------------------------------------------------------------------------------------------------------------------