

## **Terms of reference for the School Food Plan Alliance:**

### **Approved 15<sup>th</sup> March 2016**

- To bring together leading organisations with a current involvement in school food, harnessing the shared desire to improve children's health and educational outcomes.
- To be the guardians of the School Food Plan brand and its Actions, focused on galvanising the whole sector to work collaboratively and supportively, maintaining the Plan's values of positivity and consensus.
- To develop, set out, and then be the champions of an agreed '2025 Vision for School Food'.<sup>1</sup>
- To work collaboratively in agreeing and then overseeing priorities and tasks to deliver the 2025 School Food Plan vision. This will include:
  - Reporting on the progress of the actions in the School Food Plan [or other agreed Alliance Vision/strategy]
  - Agree on and then ensure mechanisms are in place to gather appropriate measurement and evaluation data
  - Fundraising where appropriate for agreed activities
- To engage with, and provide advice to, the Department for Education and other government departments (or agencies) when asked, and as and when the Alliance deem it appropriate to do so:
  - To provide advice and support to the APPG on School Food.
  - To engage and consult with organisations and agencies who seek a consensual view or opinion of the School Food sector (both public and private sector).
- To appoint and manage an organisation to act as the Alliance's Secretariat (see below for Secretariat functions and duties). The Secretariat will be appointed by the Alliance, after a tendering process.
- To oversee and host a **School Food Plan Communications Group**<sup>2</sup>, that will have the responsibility to:
  - With co-ordination from the Secretariat, regularly review and update the School Food Plan 'asset' resources that have been made available for schools, (which includes: Headteachers Checklist, School Food Standards, Ofsted Guidance, National Governors Guidance, Teacher Training resource SFP websites) where permission is given by DfE to do so.
  - Ensure that these resources are made available for schools through appropriate delivery organisations.
  - Where commissioned by the School Food Plan Alliance, produce reports and resources focused on supporting schools directly.
  - Produce termly, high-level communications for the wider school food sector, sharing major news items approved by the School Food Plan Alliance.

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*1 a draft of which has been produced in the Expert panel letter to Sam Gyimah, 4th January 2016*

*2 terms of reference for the SFP Communications Group will be confirmed by the SFP School Food Plan Alliance*

## **Alliance Membership Arrangements**

- The Alliance shall consist of organisations with a current involvement with school food. (See current list at the end of this document).
- Membership places to be approved on by two-thirds majority of the Alliance.
- The Alliance will invite others to attend meetings as and when relevant expertise is required
- The Alliance can delegate to smaller groups to attend meetings or complete work on its behalf
- Initial Alliance membership places will be offered to the existing School Food Plan Expert Panel where appropriate in line with bullets above
- Nominations for memberships shall put forward with the approval of that respective organisation's governing authority
- When spaces come available for Alliance memberships, the Secretariat (under direction from the Alliance) will set out the election process, which will include appropriate advertising, asking for a 250-word application. Nominations will be considered and approved by the Alliance and, in case of more nominations than places, a ballot will be held.
- Membership shall be ratified by two-thirds majority of the Alliance.
- Memberships shall be for a term of two years from date of appointment, but may be for concurrent terms.
- Members of the Alliance may (with advance notice to the Chair) send a deputy along to represent them at meetings.
- When Alliance members miss two or more consecutive meetings then the Alliance reserves the right to review their membership status.
- The Alliance shall be chaired by one of the Alliance members. The Chair shall be elected by the Alliance. The Chair shall serve for a term of two years but with an annual review by the full Alliance.

## **Administrative arrangements:**

- The Alliance shall appoint an organisation to run its Secretariat via a tender process.
- The Alliance shall ensure there are sufficient funds and approve an annual budget for the Secretariat.
- The Alliance shall meet three times a year, with dates agreed at least six months in advance.
- A wider stakeholder meeting (inviting any interested individual or organisation in school food) will be held once a year.
- Alliance members may propose agenda items for meetings in advance, but the Chair will agree the final agenda for each meeting.
- Agenda, papers and administrative details will be sent to the Alliance at least one week in advance of each meeting by the Secretariat. Minutes and Action points will be prepared by the Secretariat, approved by the Chair and sent out to the Alliance no more than two weeks after the date of the Alliance meeting.

### **Role of the Secretariat**

- To organise and manage meetings for the School Food Plan Alliance.
- To act as a vehicle for applications to be made for funding for the annual operating budget
- To manage financial transactions and provide regular financial updates, including an annual statement.
- To organise incoming and outgoing correspondence (including managing an email account for the Alliance), including responding to general enquiries, forwarding specific enquiries to the Chair (or other relevant Alliance members).
- To manage the School Food Plan websites<sup>3</sup>, where permission is given by DfE to do so.
- To provide support to the SFP Communications group, including regular audit and update to central School Food Plan resources (such as the Headteachers Checklist, School Food Standards, Ofsted and Governors resources etc), where permission is given by DfE to do so.

Agreed by the School Food Plan Alliance 15/3/16

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## School Food Plan Alliance Members

<b>School Associations and Bodies</b>	<b>Names of members</b>	<b>Date of appointment</b>
Headteacher representing the National Association of Head Teachers	Richard Dunne	1 <sup>st</sup> April 2016
Headteacher representing the National Child Measurement Programme	Tim Baker	1 <sup>st</sup> April 2016
Headteacher representing Secondary school body	Vacant	
Headteacher representing Academy school body	Vacant	
Organisation representing governors e.g. NGA	Vacant	
National Association of School Business Managers	Vacant	
<b>School Food NGO Organisations</b>		
Children's Food Trust	Linda Cregan (Co-Chair)	1 <sup>st</sup> April 2016
Food for Life	Jeanette Orrey (Co-Chair)	1 <sup>st</sup> April 2016
School Food Matters	Stephanie Wood	1 <sup>st</sup> April 2016
Royal Academy of Culinary Arts	Sara Jayne Stanes	1 <sup>st</sup> April 2016
Magic Breakfast	Carmel McConnell	1 <sup>st</sup> April 2016
Jamie Oliver Foundation	Katie Bradford	1 <sup>st</sup> April 2016
<b>School Food Workforce</b>		
LACA	Peter McGrath	1 <sup>st</sup> April 2016
School Chef of the Year (to review after one year)	Katherine Breckon	1 <sup>st</sup> April 2016
Workforce Union rep (UNISON)	Beth Bickerstaff	30 <sup>th</sup> March 2016
<b>Academics</b>		
Kings College London	Dr Michael Nelson	1 <sup>st</sup> April 2016
Newcastle University	Professor Ashley Adamson	1 <sup>st</sup> April 2016
<b>Other</b>		
APPG School Food	Daniel Tye	1 <sup>st</sup> April 2016
Local Government Association	Vacant	
<b>For future consideration</b>		

Federation of Wholesale Distributors		
Business Services Association Catering Committee		
APSE		

***Updated as at 16<sup>th</sup> March 2016***