



Terms of Reference for The School Food Plan Alliance

Approved by the School Food Plan Alliance 8 September 2022

Purpose

- The School Food Plan Alliance will bring together leading organisations with a current involvement in school food, harnessing the shared desire to improve children's health and educational outcomes.

Meeting arrangements

- Meetings will be held quarterly, with dates agreed at least six months in advance
- Members are expected to commit one and a half hours for each meeting
- Alliance members are invited to propose agenda items for meetings in advance. Chair(s) will agree the final agenda for each meeting

Roles and responsibilities

The Alliance will:

- agree positions on school food issues and make representations of these issues to the government
- champion the ethos of the School Food Plan throughout the sector, with its values of positivity and consensus, and with children at the heart of the Alliance's activity
- invite members of the school food, food, health, and education sectors to present to the Alliance about their work
- work collaboratively to agree and then oversee priorities and tasks to ensure delivery of the School Food Plan and its 17 actions. This will include:
 - Reporting on the progress of the actions in the School Food Plan
 - Designing and delivering activity to see the further development and enactment of the School Food Plan
- engage with, and provide advice to, the Department for Education and other government departments (or agencies). This may include the following:
 - Advocating for policy changes agreed by the Alliance
 - Providing advice and support to the All-Party Parliamentary Group on School Food
 - Engaging with organisations and agencies that seek a consensual view or opinion of the school food sector (both public and private sector)
- appoint and manage an organisation to act as the Alliance's Secretariat
- oversee the work of the Secretariat

The Secretariat will:

- organise meetings for the Alliance
- send agenda, papers and administrative details to the Alliance at least one week in advance of each meeting
- organise and circulate minutes and action points (approved by the Chair(s)) from a meeting no later than two weeks following the meeting
- organise incoming and outgoing correspondence (including managing an email account for the Alliance), including responding to general enquiries, forwarding specific enquiries to the Chair(s) and other relevant Alliance members
- organise elections of the Chair(s) of the Alliance
- manage the School Food Plan websites, where permission is given by Department for Education to do so

Membership

- The Alliance shall consist of organisations, rather than individuals, with a current involvement with school food
 - Prospective members will be asked to provide a short statement supporting their application to join the Alliance
 - Membership places are to be approved on by two-thirds majority of the Alliance
 - The Alliance will invite guests to attend meetings as and when relevant expertise is required
 - The Alliance has the power to delegate to smaller groups of its membership to undertake work on its behalf
 - Members of the Alliance may (with advance notice to the Chair(s)) 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(s) shall be elected by the Alliance. The Chair(s) shall serve for a term of two years
 - When a Chair position becomes vacant, the Alliance will direct the Secretariat to organise an election to fill the position from the existing Alliance members. Nominations will be considered and approved by the Alliance and, in case of more nominations than positions, a ballot of Alliance members will be held
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Membership of the Alliance

As at August 2022

School Food NGOs	Representative
Food for Life	Rob Percival
School Food Matters	Stephanie Slater (Co-Chair)
Royal Academy of Culinary Arts Adopt a School	Helena Houghton
Magic Breakfast	<i>Andy May</i>
Jamie Oliver Group	Cath Elliston
School Associations	Name
Headteacher representing a primary school	Carmen Palmer
Headteacher representing secondary schools	
Representative from an academy chain/MAT	
National Governance Association	Fiona Fearon
National Association of School Business Managers	
National Association of Small Schools	Neil Short
School Food Workforce	Name
LACA	Brad Pearce (Co-Chair)
LACA School Chef of the Year	Tom Armstrong
UNISON	Leigh Powell
Academia	
Kings College London	Dr Michael Nelson
Newcastle University	Dr Suzanne Spence
Other	Name
All Party Parliamentary Group of School Food	Maria Herron
Federation of Wholesale Distributors	James Bielby
APSE	Vickie Hacking
Business Services Association	Piers Neill