

Decision of the School's Advisory Committee on November 20th, 2012 regarding the creation of a Canteen Committee its regulation

In view of the Convention regarding the statutes of the European Schools, in particular article 20.3, according to which the Board of Directors “watches over the preservation of good physical conditions and a favorable climate needed for the smooth running of the school”;

In view of the General Regulations for European Schools,

- specifying the abilities and contributions of the Board of Directors and of the Director,
- specifying the participation of parents, secondary school students, teachers, administrative and service staff;

In view of the decision of the Board of Governors for the European Schools on May 16-18, 1966, dividing the respective responsibilities as follows:

The Board of Governors authorizes the Schools to take charge of the following expenditures:

- the cost of electricity, gas, and water used;
- the maintenance of physical conditions;
- the wages of service staff who are not recruited exclusively for the canteen.

It decides that the following expenses are included in the price of the meals and thus taken care of by the parents, specifically:

- the cost of the food
- the wages of the manager and the cooks
- the wages of service staff who are not recruited exclusively for the canteen.

In view of the agreement on October 13, 1971 between the Grand Duchy of Luxembourg and the Board of Governors for the European Schools relating specifically to the use of necessary school structures;

In view of the contract signed with the company EUREST on June 18, 2012 for the European School Luxembourg II and on July 6, 2012 for the Office of Infrastructures and Logistics with effect on August 27, 2012;

decision:

A. Creation of the Canteen Committee

Article 1

A Canteen Committee is created, referred to in the following as Committee.

B. Scope of action of the Canteen Committee

Article 2

The Committee's essential mission is to represent the interests of the students, parents and school personnel in regards to school food service.

Article 3

The required missions for the Committee are:

- I.
 - a. Read the monthly reports from the caterer and those who carry out its obligations in reference to the school, the statistics of meals served at school, and the technical report on the state of the equipment and materials provided by the school.
 - b. Read the monthly food analyses.
 - c. Read the proposals from the caterer or the school with regard to improving the functioning of the food service.

- II.
 - a. Provide its preliminary opinion on any possible catering modifications for the school.
 - b. Provide its preliminary opinion on any price increase stemming from the evolution of the quoted sliding wage scale for the school

- III.
 - a. Provide its preliminary opinion on any price modification that is not covered by the above section II.b.
 - b. Provide its preliminary opinion on any modification of scales and resultant price changes.
 - c. Provide its preliminary opinion on the evolution of food choices including main dishes, sides, and desserts.
 - d. Provide its preliminary opinion on the menu plans submitted by the caterer for each period of approximately six weeks.

Article 4

The committee may submit to the school and the caterer any proposals intended to improve the functioning of the food service.

The committee may submit to the school any proposals relative to the use of funds stemming from the monthly fee paid by the caterer.

Article 5

The Committee may address school's Advisory Committee in writing.

C. Composition of the Canteen Committee

Article 6

The Committee is made up of eight to eleven members including:

- a) two or three parent representatives named by the Parents' Association;
- b) three teachers named by the teachers' representative, one for each school cycle (Nursery, Primary, Secondary);
- c) one member of the administrative and service staff named by the administrative staff and service representative;
- d) one to three secondary school students named by the Student Council
- e) one representative from the school's administration.

Members are nominated for a term of two years, which may be repeated. For each member, an alternate member may be named.

Representatives from the C.P.E. may participate as observers in the Committee meetings. They do not have the right to vote but may express their opinions to the Committee. For each Committee meeting, the president is intended to issue to the leaders of the C.P.E. an invitation to participate in the meeting. They will be presented with the agenda and any documents provided to the Committee members.

The Director of the School approves the composition of the Committee.

If needed, the Canteen Committee may ask for the aid of a dietician.

D. Functioning of the Canteen Committee

Article 7

The Committee designates by majority vote a president and a vice-president. During the meetings the president will be assisted by a secretary. The secretary will not have the right to vote but will be primarily responsible for the minutes of the meeting.

- The Committee makes its decisions by majority vote of its members.
- In case of a split vote, the president's vote will be the tiebreaker.
- At least seven members of the Committee, including at least one parent representative, must be present for the Committee to make decisions.
- The Director of the school may be present at the meetings with the agreement of the president.
- The president may invite a catering service representative to the meetings to answer questions and hear suggestions or critiques.
- Before the meetings, the catering service must provide the Committee with its monthly reports about their response to the school's needs, the nutritional and bacterial analyses, and the planned menus as mentioned in article 3.

Article 8

The Committee may act on its own initiative and may be seized by the canteen service and the Director of the school.

- All requests from the catering service on matters relevant to the Committee's purview and the mission of set out by the school are addressed to the Director's Office and the president of the Committee.
- All requests from the school for opinions on matters relevant to the Committee's purview are addressed to the catering service and to the Committee president.
- All opinions of the Committee on matters relevant to the Committee's purview are addressed to the catering service and the Director's Office.

Article 9

The Committee met for the first time in September 2012 by invitation from the Director of the school who also presided over the first meeting. From the first meeting, the Committee elected a president and a vice-president. The Committee met a minimum of four times during the school year. The president is responsible for calling a meeting any time at least three members request it.

Article 10

Any modification of these regulations must be presented to the school's Advisory Board for approval.