

School Meals Scrutiny Review Timetable

Annex A

Visits / Meetings	Area of Inquiry	Suggest Method
<p style="text-align: center;">Meeting 1- Information Gathering</p> <p style="text-align: center;">21 August 2013 @ 5:30pm</p>	<p>1. To consider how the Local Authority working with partners can encourage those parents/carers who are entitled to register and claim for free school meals for their children.</p>	<ul style="list-style-type: none"> • To meet with representatives of ISS (Education) catering contractors to consider options/solutions to non-take up of school meals from pupils who are entitled and whose parents/carers have registered. To explore reasons for relatively small increase in take-up of school meals across all York schools • To consider the current free school meal application process and consider possible improvements by comparing the current process to those LA's where 100% of eligible parents/carers apply.
<p style="text-align: center;">Meeting 2 - Information Gathering</p> <p style="text-align: center;">25 September 2013 @ 5:30pm</p>	<p>2. To investigate the reasons why significant numbers of entitled pupils whose parents/carers have registered and claimed do not take up the offer of a free school meal.</p>	<ul style="list-style-type: none"> • To consider prohibitive factors affecting take up of school meals and FSM • To meet youth council representatives to discuss reasons for low free school meal take-up from their perspective.
<p style="text-align: center;">School Visits Consultation</p>	<p>3. To look at the effectiveness of cashless school meals and there impact on school meal take-up</p> <p>4. To investigate why entitled parents & carers do not register and claim for FSM, and why take up of school meals is limited.</p>	<ul style="list-style-type: none"> • To meet with pupils, school staff and catering staff, including one which has a cashless payment system to: <ul style="list-style-type: none"> a) Look at impact of cashless system and any resulting improvements. b) Explore reasons for low take up of school meals and FSM and explore options/solutions

<p>Meeting 3 - Information Gathering</p> <p>Date to be agreed</p>	<p>To consolidate information gathered to date and identify some initial conclusions</p>	<ul style="list-style-type: none"> • To meet with parent/carers representative groups (Citizens Advice?) to look at barriers and reasons for not registering and claiming. • To consider all the information gathered to date, identify what if any additional information is required, and if possible identify some initial conclusions
<p>Meeting 4</p> <p>Date to be agreed</p>	<p>To identify suitable recommendations</p>	<ul style="list-style-type: none"> • To consider a draft final report containing findings from all the information gathered and draft recommendations