

# PROJECT PLAN: Take up of Free School Meals and Holiday Hunger

## Appendix 2

<b>WHEN</b> Times/Dates/ Locations	<b>DESIGNATED LEAD</b> Member/ Officer	<b>WHO</b> Key Witness	<b>WHAT</b> Evidence/Information	<b>HOW</b> Meeting/Visit/ Correspondence/ Briefing Paper/ Research	<b>OUTCOMES</b>	<b>WHY</b>
3 March 2016  11.30am  Venue to be confirmed	Cllr Christine Potts/ Ann Whitton	Alison Young & Karen Sproates	Overview of Free School Meals (FSM) take up in County Durham	Meeting	Members will receive information on the take up of free school meals in primary and secondary schools in County Durham. The legal requirements in relation to eligibility.	Members will have an awareness of the system and the eligibility requirements
7 April 2016  11.30am  Venue to be confirmed	Cllr Christine Potts/ Ann Whitton	Alison Young / Karen Sproates	DCC FSM eligibility checking service – How does it work? How many schools use the service? Can parents use this service? Is the service available for schools outside of County Durham to use?	Meeting	Members will receive information on the checking service provided and the numbers of schools using the service.	Members will have a clear understanding of the checking service.
22 April 2016  11.30am  Venue to be confirmed	Cllr Christine Potts/ Ann Whitton	Representatives from Secondary Schools and reps from catering organisations	Why is the take-up of FSM lower in secondary schools? What barriers are preventing take up of FSM? What challenges are schools facing in relation to take up of FSM? How are schools addressing these barriers/challenges?	Meeting	Information will be provided on barriers preventing take-up of fsm in secondary schools and how schools are addressing this.	Members will be aware of barriers preventing take-up of fsm in secondary schools and what is being done to address this.
13 May 2016  11.30am  Venue to be confirmed	Cllr Christine Potts/ Ann Whitton	Young People – nutrition Action Groups, School Councils and	What prevents young people from taking up FSM?	Meeting	Members will receive information on the barriers preventing young people from taking fsm	Members will have an opportunity to speak with young people of their concerns preventing them from taking fsm.

	Cllr Christine Potts		Visits to a school canteens/dining halls	Visit	Members will see school canteens/dining halls in operation.	
3 June 2016 11.30am Venue to be confirmed	Cllr Christine Potts	Reps from 3 <sup>rd</sup> sector organisations and AAPs  Shelagh Pierce	Holiday Hunger – Members will receive information on the numbers of children’s activities that provide a midday meal during school holidays. Information will also be provided in relation to the use of foodbanks during school holidays.	Meeting	Members will receive information on what provision is available in the north east for families who have difficulty feeding their children during school holidays	Members will have an awareness of what is available to help families in County Durham to feed their children during school holidays.
TBC	Cllr Christine Potts		To present draft report to members.	Meeting	Members will provide comment on the findings and conclusions of the report and formulate recommendations	Members will formulate recommendations in order to progress the report.

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