

APPENDIX 15: SCHOOL IMPLEMENTATION COMMITTEE – SAMPLE AGENDA

Date: _____ Time: _____

Location: _____ Chair: _____

Meeting Goals:

Participants will:

- > become familiar with the requirements of the School Food and Beverage Policy
- > understand what food and beverages are offered for sale in the school
- > clarify the role of the committee
- > discuss next steps.

Handouts: School Food and Beverage Policy (Ministry of Education, 2010)

AGENDA

Possible agenda items include:

1. Welcome and Opening Remarks
2. School Board Implementation Plan
3. School Food and Beverage Presentation
4. Role of the Committee
 - Possible areas of focus for the committee:*
 - a. identify the current status of the food and beverages sold in the schools
 - b. develop an implementation plan
 - c. share successful practices for implementation
 - d. monitor the implementation status throughout the year
 - e. other (school can add other areas)
5. Existing School Board/School Policies and Guidelines
 - Identify any existing school board and/or school policies or guidelines related to food and beverages offered for sale in schools and how they compare to the School Food and Beverage Policy*
6. Current Status of Implementation
 - School Survey (Appendix 17)*
7. Next Steps
8. Date, Time, Location of Next Meeting
9. Adjournment