

# School Nutrition Action Group Minutes Guidance



Below you will find guidance on recording the minutes for your SNAG meetings! The information you generate will ensure all your decisions are recorded and that you have good evidence when you are applying for a Bronze, Silver or Gold award.

As you know this project is funded by the BIG Lottery, and as such, they require from us evidence that all is going well too.

Below is a list of headings for information that we need in order to fulfil our obligations. Please make sure this information is recorded in your minutes

1. School name
2. Date and time of meeting
3. Update on FFLP Work in School (who has done what)
4. Actions (who is doing what by when)
5. Date of Next Meeting

A separate SNAG register should be completed with attendees to ensure pupil confidentiality.

It is important that the completed minutes are circulated to parents/ carers, staff, pupils, catering teams and any other community members who are involved within the school FFLP work e.g. healthy schools co-ordinators. .

Many thanks for your co-operation, and well done!

## Food for Life Partnership