



Healthy school lunches programme Tranche 4A: Groups of Schools/Kura

Group name: Tararua District

Libelle Group Ltd

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Company Statement

Our Vision/Mission

Our vision is to empower every learner to reach their potential through nutrition-focused, food service solutions.

Our Purpose

Feeding hungry learners' great food.

Our Values




Safety, Prosperity, Respect, Excellence

Libelle has been a preferred supplier for the Healthy Lunch in Schools programme from the very beginning in February 2020. The key thing we have learned from working with our partnering schools is that there is no single, one-size fits all solution. Our mission is to provide a hassle-free solution for every school, delivering the highest quality of free and healthy school lunch service solutions.

Capability and Capacity

	Number of employees	Region/ Area of service	Minimum viable quantity	Maximum capacity
	Over 300	All regions.	No minimum	No maximum
Number of years operating in NZ 15 years	Location of food preparation We offer multiple solutions for the preparation of food. This can be done from a centralised kitchen using a delivery model or a school kitchen solution where the food is made right in the heart of the school, using staff recruited from within the school community.	Track record	Broader outcomes focus	
		<p>15 years of school lunch service experience.</p> <p>A lunch in schools' provider since tranche 1. We now deliver this programme to 23 schools.</p> <p>Libelle currently operates tuckshops in almost 70 schools across New Zealand</p>	<ul style="list-style-type: none"> Supporting the local economy Creating jobs locally Supports Maori/ Pasifika business Environmentally sustainable practices in the workplace Other benefits to the community, school 	

School Key Contact Person

Name/ Title	Responsibility	Contact details
Regional Operations Manager Tararua Michael Hannah 	Responsibility of operational outcomes within the region and relationship management with schools. In charge of all staffing, supplier communication, logistics and delivery model for the district. 100% dedicated to your region.	michael@libelle.co.nz 021 709 258
National Operations Manager Sabrina Matai'a 	Overall responsibility of the Lunch in Schools Programme Nationally. 100% dedicated to the Programme.	sabrina@libelle.co.nz 021 709 075
General Manager, Libelle Group John Rippingham 	General Manager for Libelle Group Limited with overall responsibility for company success.	john@libelle.co.nz 021 709 289
Lunch by Libelle General Communications	A dedicated communication service for all schools on the programme through a centralised database communicating menus, upcoming events, news stories etc. An avenue for schools, parents or students to be able to communicate feedback, ask questions or request information.	lunchbylibelle@libelle.co.nz 021 709 138

Lunch preparation process

- Libelle has national supplier agreements with major food service suppliers throughout the country. These suppliers can support our food service models in your region. Libelle is committed to working through the best possible solution for the region. This may be a centralised delivery point for our suppliers with a localised delivery model to your school, or supply chain direct to our kitchens in schools.
- Libelle has a national MPI registered Food Control Plan which confirms our commitment to high quality and safe food practices throughout all our kitchens. The kitchens are audited as part of this food control plan and Libelle has developed a national operational excellence goal for 2021 which ensures a high level of quality in our food services across all our sites through an internal auditing process.

Delivery and Distribution

- Libelle will provide lunches in schools in Tararua District by employing local people and preparing food in a centralised kitchen in the city. Libelle recruit, train and manage all the employees throughout the lunch programme.
- Libelle is committed to providing an end to end solution from the kitchen to the student. Dedicated staff are allocated to each school to ensure an ongoing and personalised relationship with the students every day. This person will be responsible for the delivery of the lunches to the students, as well as rubbish clear up, collection and removal.

Packaging and Waste Management

- Lunch By Libelle has partnered with a company called BIOPAK to ensure we meet our own company aspirations to building a more sustainable future for our people. BIOPAK containers use rapidly renewable sustainably sourced materials that are non-toxic throughout their lifecycle. All the products are certified carbon neutral and after use are normally commercially

composted. Some of our schools have set up “home composting” processes to be used on their school grounds.

Libelle uses the sugarcane rectangle lunchboxes. Sugarcane pulp packaging is made from the pulp of the sugarcane plant and is extremely durable, lightweight and biodegrades in 30-90 days once exposed to composting conditions. There are no harmful additives and work well for us because it can take our hot food as well as cold food.

- Libelle offers an end to end solution from cooking to collection. All waste will be taken care of by Libelle either through a rubbish contractor or working with schools on partnering up with their waste management solutions. Libelle staff manage the waste management contract.
- Surplus lunches are sent to the school office (by agreement) to be distributed either to students requiring second helpings, or the wider community.

Innovation

- Click and Collect on-line ordering system available for use in schools for “additional” products
- An operation of a school tuckshop where it is deemed desirable by the school
- Every Libelle employee is put through a National certificate of Retail and Food Services as formal qualifications
- The ability to vary the delivery model in schools to suit the school’s needs. (e.g. prepared in the school, delivered to the school, delivered to a local area for school sports days, excursions, camps etc)
- F.E.A.S.T workshops with teachers, parents, and students. This is an educational workshop presented by Libelle to help the community work in partnership with Libelle emphasising the importance of nutritious food in our diets and how this promotes health and wellbeing.











Support required from schools

- On site assessment will be required prior to commencement to ascertain desirable delivery solutions.
- School calendar for 2021 outlining key dates including school closures, teacher only days etc
- Accurate school roll indication for 2021
- Desired delivery process: to the classroom, to a central dining area, to the office?

Broader outcomes

- Approximately 6 - 10 staff employed locally to support this region
- Libelle are passionate about employing local staff that are known to our schools. Our regional managers live locally and take ownership for their regions.
- F.E.A.S.T workshops with teachers, parents, and students. This is an educational workshop presented by Libelle to help the community work in partnership with Libelle emphasising the importance of nutritious food in our diets and how this promotes health and wellbeing.
- Libelle is committed to reducing their impact on the environment by using 100% compostable disposable products for their lunch service solutions.

Sample menu and feedback process

10 day sample menu					
	Day 1 Chicken, Lettuce & Tomato (CLT) Sandwich. Fresh Cut Orange Wedges	Day 2 Cottage Pie with Kumara Bake Mixed Fresh Green Salad	Day 3 Falafel & Salad Wrap Low Fat, Reduced Sugar Fruit Yoghurt	Day 4 Ham Pasta Salad Watermelon Wedges	Day 5 Fish Taco Fresh Apple Slices
					
	Day 6 Pulled Pork Pita Pocket Vege Chips	Day 7 Chicken Katsu Salad Fresh Pineapple Wedges	Day 8 Beef Taco Bowl Mini Corn Cobb	Day 9 Vegetarian Lasagne with Garden Salad Mixed Fresh Green Salad	Day 10 Tuna & Mayo Roll Cut Kiwifruit

Key principles/ elements of menu design

The Lunch By Libelle menu is based on diversity and what our customers and end users are telling us they want and need. A typical Libelle Group menu is designed around nutritional balance, offering every hungry learner the correct kind of fuel to get them through the day. You teach, we cook.

Lunch By Libelle has a dedicated menu development team constantly reviewing and developing our offering

Dietary options

Meals will be prepared to cater for children with specific allergies or cultural requirements. Gluten free or vegetarian options will also be available.

Meals are prepared in a non-allergen controlled environment, however if students have low tolerance towards certain allergens we require to be notified.

Ongoing improvement process and feedback collection

Lunch By Libelle offers the promise of ongoing improvement and innovation which are assured by having a designated team of chefs, nutritionists and procurement specialists centrally working on menu continuously, while research and development begin with feedback and workshop sessions with students/food committees in schools.

Lunch By Libelle commits to four public surveys throughout the year at term end as well as two internal staff surveys. Menu related feedback will be fed through to the menu development team who will react accordingly. General service feedback will be evaluated by the Operations team who will react accordingly.

Rotation cycle

Our menu is structured around a four-week cycle. Each of these weeks is named after a different native tree; Kauri, Nikau, Totara and Puriri. There is a different meal every day of the week and students have a choice of two taste options, gluten-free or vegetarian when they place their order at roll-call in the classroom on the day. As the first week goes live in the schools, the menu development team review and adjust it if required – for the next cycle, including the addition of theme days. The entire 20-day cycle is seasonally updated for every school term.