



## CMS Board Communication Map

*Is your enquiry, follow-up or idea...*

... relevant to a Board Sub-committee you are on?

Contact your Sub-committee Chair to discuss an agenda item

... relevant to a Board Sub-committee you are *not* on?

Contact that Sub-committee Chair to discuss an agenda item

... about following up on or helping the Principal on a Board matter?

Email the Board Chair to facilitate contact with the Principal

... about following up on or helping a staff member on a Board matter?

Email the Board Chair to facilitate contact with the Principal, who will then facilitate contact with the staff member

... about community feedback

Follow the Communications Pathway provided to the community as this includes the appropriate time and method for issues to come to the Board

... about an educational or administrative issue regarding your or another CMS family?

Follow the School Communication Pathway, always clarify that you are contacting the School with your parent hat on & let the Board Chair know about the contact - no detail needed

... about helping the school as a Parent Helper in addition to your Board duties?

Email [reception@cms.act.edu.au](mailto:reception@cms.act.edu.au) to seek an appointment with the appropriate staff member, clarify that you are contacting the School with your parent hat on & CC the Board Chair - again no detail needed

## CMS Board Meeting Map

*Who meets how often and with who?*

**Board Whole**

Once per term for standard meetings. Up to four other meetings per year for specific foci, such as strategic review or a specific project.

**Board Leadership Group**

Twice a term with Principal / School Executive invited

**Board Sub-Committees**

As required to achieve charter & inform Board decisions – usually Board members only with the option to invite relevant School Executive

*Details will not necessarily need to be provided to the Chair; it's simply so that the Chair is aware of how else Board Members are engaging with the school at any time to ensure that communication lines and public perception remain unclouded.*