Governance Map – Canberra Montessori Society & School

Hard line = direct line management & authority

Dotted line = direct collaboration re specific role

Board Chair

- Leadership & Management of Society through Board
- Facilitation of Board & leadership meetings, work plan & Society dispute resolution
- Casting vote as required
- Public Officer
- Public voice & media liaison
- School Principal leave & HR
- Development of external relationships

Board Chair and Deputy

- Principal HR, KPIs & delegations
- Strategic or operational review meetings with Principal as required (updates, checks & changes – usually at the invite of the School)
- Oversight and enabling of of 360 communication for all Subcommittees
- Strategic initiatives or management that crosses all Sub-committees

• Board Appraisal Program, Board Induction Program, Board Succession Plan, strategic / School Exec HR & Succession Plan & Board Professional Development

Governance Chair / Sub-Committee (Principal as contact (if needed))

- Criteria for, & recruiting of School Executive with Principal
- Dealing with issues of ethics in behaviour of Board members
- Filling Board vacancies as required
- Board communications and Secretariat

Finance & Audit Chair / Sub-Committee (BM as primary contact)

- Analysis of the financial reports
- Appointment of external auditors & insurance brokers / arrangements
- Internal controls & audit of School books & records, & any matters arising from it
- Risk rankings, treatments & compliance breaches of key risks
- Complaints re auditing or accounting matters
- Bursary Program

Compliance Chair / Sub-Committee (Deputy Principal as primary contact)

- Internal Audit Plan to review agreed processes (eg WHS, Risk Management, Fraud Control, Equal Opportunity)
- Board and School policies (in place & being followed)
- Compliance schedule ensuring all statutory & regulatory requirements are met
- Principal annual compliance report

School Principal

- Leadership & Management of School through Board, Directors, leadership & operational groups as per delegated authority
- Delivery of best practice education & complementary services
- Management of School HR, regulatory compliance, budget, operations & grievances
- Achievement of School Vision, KPIs and Strategic Plan

School Executive Assistant

= Volunteer

Deputy Principal

- Support to Principal for Leadership & Management overall
- Montessori practice, HR and Professional Development for education staff
 - School compliance, communications and projects

Directors – Classrooms & Gumnut Programs

- Delivery of authentic Montessori education from 18 months to 12 years and
- Nationally accredited after school & holiday care programs

Classroom Assistants & Gumnut Educators

 Support to Directors to deliver authentic Montessori education & child care programs

P&C Co-Chair

TBC as model evolves

Business Manager

 Support to Principal for Leadership & Management of School (Finance & Business)

Reception, Finance Support & Administration

 Delivery of reception services, financial & admin support

Contractors

 Delivery of outsourced services under contracts

P&C Co-Chair

• TBC as model evolves

File Path: Office365/Sharepoint/Board Documents/Governance

CMS Board Communication Map

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

CMS Board Meeting Map

Who meets how often and with who?

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

Contact your Sub-committee Chair to discuss an agenda item

Board Whole

Once per term for standard meetings. Up to four other meetings per year for specific foci, such as strategic review or a change project – Principal only required by invite

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

... about following up on or

helping the Principal or Board on

a Board or School matter?

Email Board, Deputy & Subcommittee Chairs to facilitate contact with the Principal

Contact that Sub-committee Chair

to discuss an agenda item

Board Chair and Deputy

Up to twice per term with Principal as req. to discuss work items & report back

... about following up on or helping a staff member on a Board matter? Email Board, Deputy & Sub-committee Chairs to facilitate contact with the Principal, who will then facilitate contact with the staff member

Board Sub-Committees

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

... about community feedback

... about an educational or

administrative issue regarding

your or another CMS family?

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

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

Details will not necessarily need to be provided; this is simply so the Chair and Deputy are aware of Board Members engaging with the school at any time to ensure that governance, communication lines and public perception are upheld

... about helping the school as a Parent Helper in addition to your Board duties? Email reception@cms.act.edu.au to let the appropriate staff member know, clarify that you are contacting the School with your parent hat on & CC the Board and Deputy Chair - again no detail needed