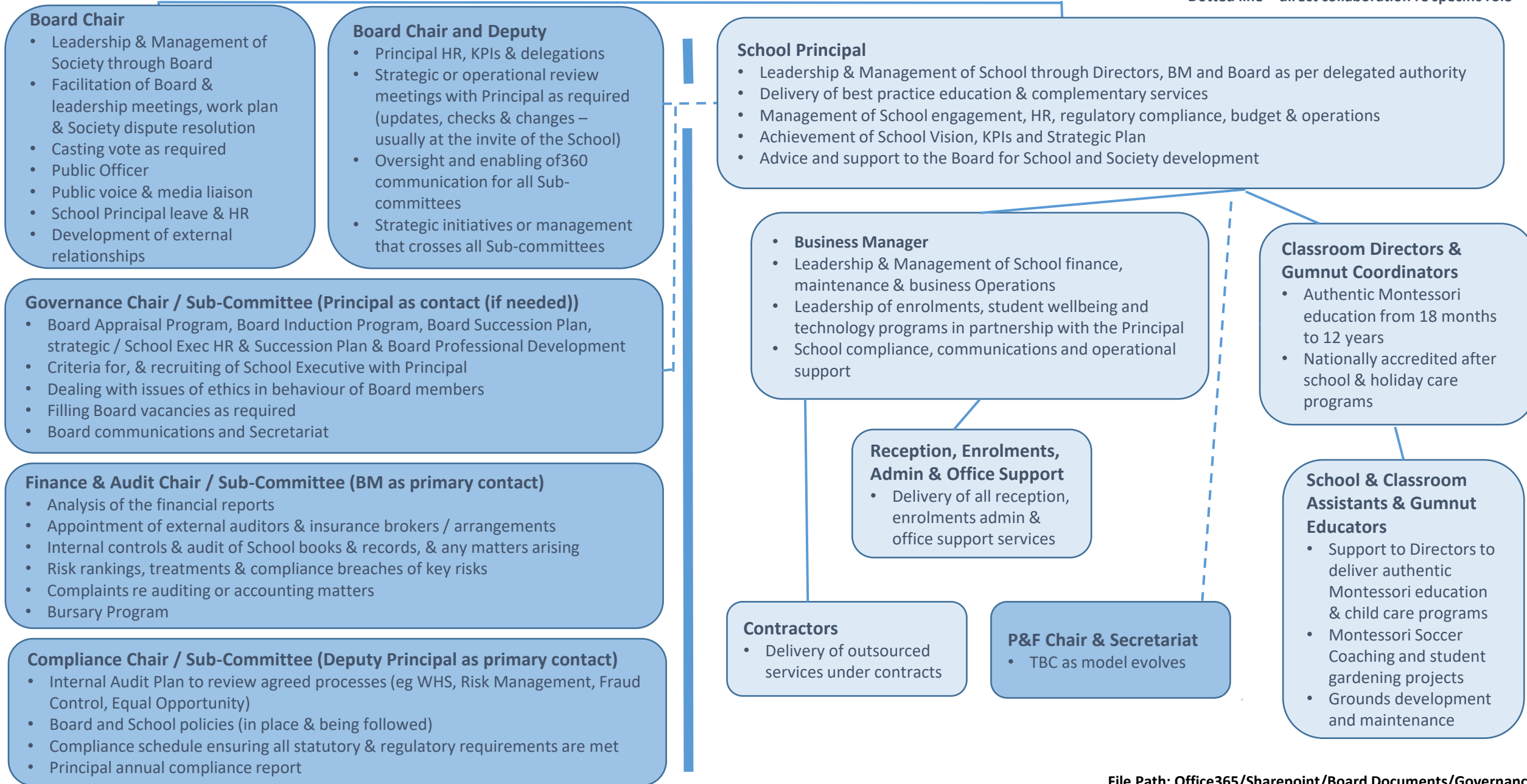


# Governance Map – Canberra Montessori Society & School

= Staff      = Volunteer

— 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 360 communication for all Sub-committees
- Strategic initiatives or management that crosses all Sub-committees

## School Principal

- Leadership & Management of School through Directors, BM and Board as per delegated authority
- Delivery of best practice education & complementary services
- Management of School engagement, HR, regulatory compliance, budget & operations
- Achievement of School Vision, KPIs and Strategic Plan
- Advice and support to the Board for School and Society development

## Business Manager

- Leadership & Management of School finance, maintenance & business Operations
- Leadership of enrolments, student wellbeing and technology programs in partnership with the Principal
- School compliance, communications and operational support

## Classroom Directors & Gumnut Coordinators

- Authentic Montessori education from 18 months to 12 years
- Nationally accredited after school & holiday care programs

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

- Board Appraisal Program, Board Induction Program, Board Succession Plan, strategic / School Exec HR & Succession Plan & Board Professional Development
- 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
- Risk rankings, treatments & compliance breaches of key risks
- Complaints re auditing or accounting matters
- Bursary Program

## Reception, Enrolments, Admin & Office Support

- Delivery of all reception, enrolments admin & office support services

## School & Classroom Assistants & Gumnut Educators

- Support to Directors to deliver authentic Montessori education & child care programs
- Montessori Soccer Coaching and student gardening projects
- Grounds development and maintenance

## 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

## Contractors

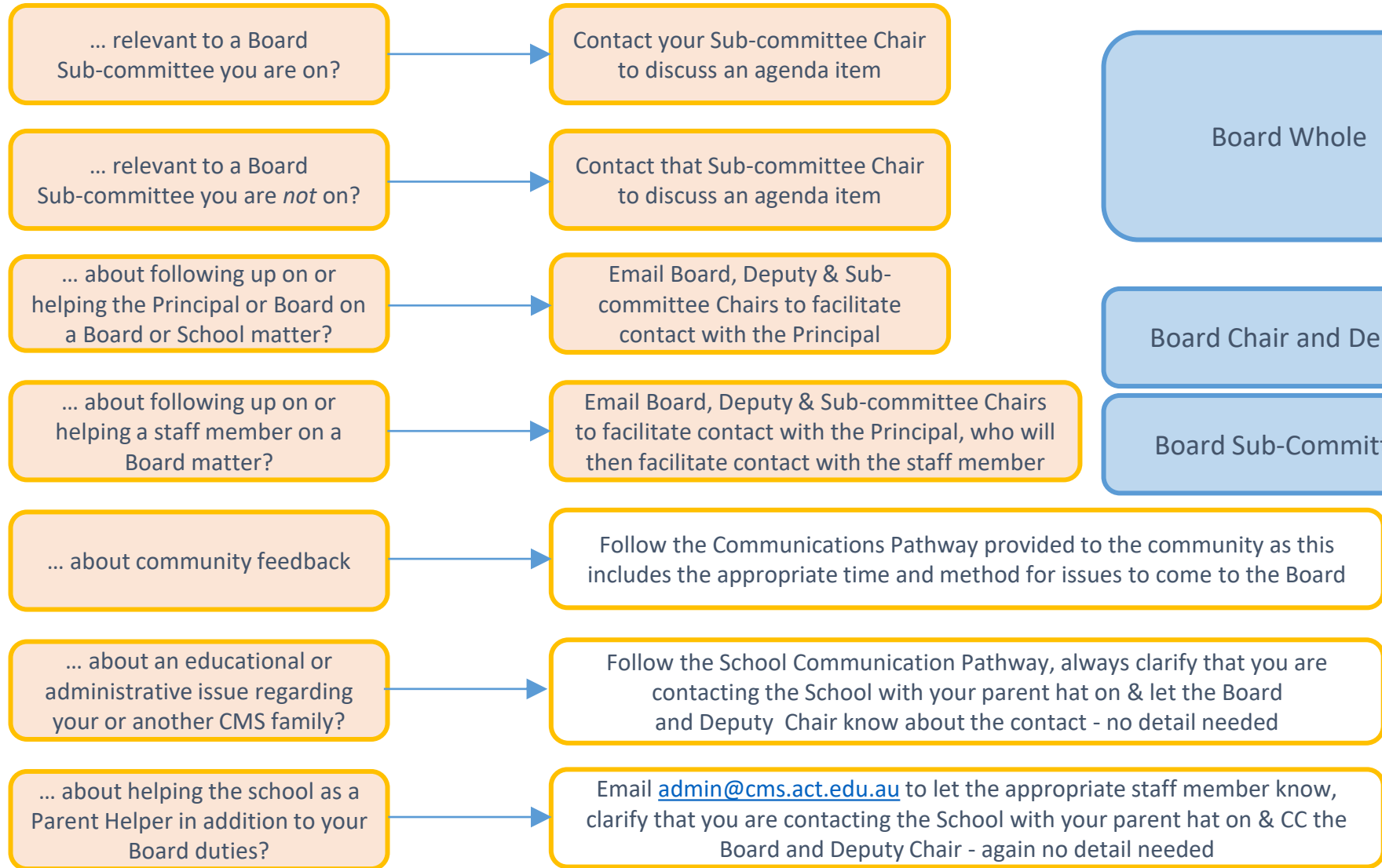
- Delivery of outsourced services under contracts

## P&F Chair & Secretariat

- TBC as model evolves

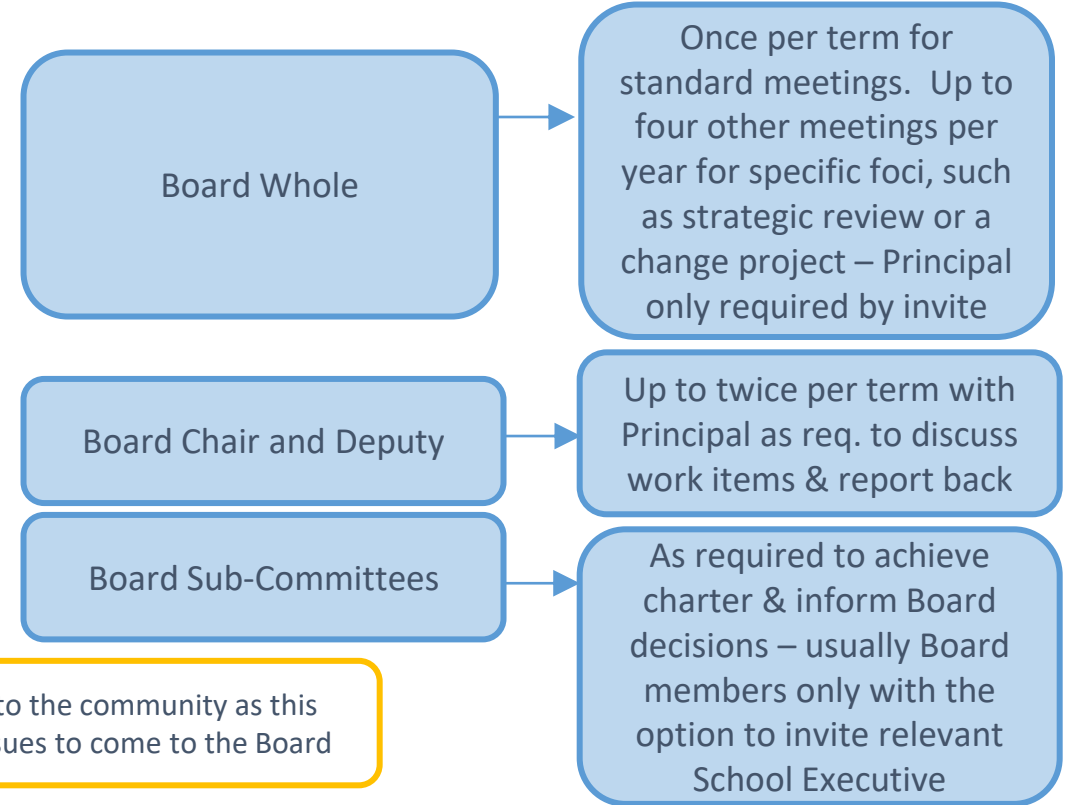
## CMS Board Communication Map

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



## CMS Board Meeting Map

*Who meets how often and with who?*



*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*