

# 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

## 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

## 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 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

## Reception, Enrolments, Admin & Office Support

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

## Contractors

- Delivery of outsourced services under contracts

## P&F Chair & Secretariat

- TBC as model evolves

## Classroom Directors, Room Leaders & Gumnut Coordinators

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

## School & Classroom Assistants & Gumnut Educators

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

## 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 or Board on a Board or School matter?

Email Board, Deputy & Sub-committee Chairs to facilitate contact with the Principal

... 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

... 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 and Deputy Chair know about the contact - no detail needed

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

Email [admin@cms.act.edu.au](mailto:admin@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

## 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 change project – Principal only required by invite

Board Chair and Deputy

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

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; 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*