



# Montessori

## Aotearoa New Zealand

### **Channels of Communication Policy for Council and Staff / Kaupapa here Ara Whakawhitiwhiti Kōrero**

According to the Constitution, the Kaiwhakahaere matua (Chief Executive) shall be responsible for the efficient and effective management of the Association in consultation with a Management Team. The Kaiwhakahaere Matua may also be delegated the functions of Secretary and Treasurer of the Association.

Therefore to ensure that the lines of communication are clear to all Council and staff members the following process is to be followed:

1. Montessori Aotearoa Council members and staff recognise that only the Tumuaki (President) or Kaiwhakahaere Matua can act as official spokespersons for Montessori Aotearoa. Therefore, Council members and staff are not authorised to speak on behalf of Montessori Aotearoa unless approved to do so by Tumuaki or Kaiwhakahaere Matua.
2. All Council members need to be aware that any comments they make may be deemed to be them speaking on behalf of Montessori Aotearoa so caution should be exercised. Council members should state a disclaimer when/if speaking of Montessori that it is their personal view and does not represent Montessori Aotearoa .

#### **Council**

All communication from Council to Montessori Aotearoa staff will be communicated through the Kaiwhakahaere Matua.

If the concern can't be addressed between the Council member and the Kaiwhakahaere Matua, then it should be raised with the Tumuaki.

#### **Staff**

Communication from staff to Council members will be communicated through the Kaiwhakahaere Matua.

Any concerns a staff member has is to be discussed in the first instance with the Kaiwhakahaere Matua. If the staff member is dissatisfied after the meeting, the staff member may discuss with the Tumuaki.

Any concerns the Kaiwhakahaere Matua has, in the first instance, will be discussed with the staff member. If concerns still continue the Kaiwhakahaere Matua will discuss with the Tumuaki . Mediation will be used if needed.

The process for resolving any employment issues is outlined in individual staff contracts.

#### **Related Policy: Feedback and Concerns.**

Ratified September 2024

Review May 2027