

## RECORD KEEPING WHY IT IS IMPORTANT

All records must be managed in accordance with the NT Government Records Management Standards.

Documents related to the School Representative Body (SRB), as well as general school documents, should be stored in School Central.

Effective record keeping is a key part of good governance. It ensures transparency, accountability, and continuity in the decision-making of the SRB.

Maintaining accurate records, particularly meeting minutes and approved motions, enables members to refer to past decisions, understand the reasons behind them, and uphold the integrity of the SRB's role.

This is especially important when there is a change in school leadership, such as the appointment of a new Principal, or when new SRB members join. Clear records ensure that decisions made by the SRB remain visible, traceable, and consistent over time.

Once a decision is formally made and recorded by the SRB, it can only be amended or overturned through a subsequent SRB decision. This protects the functions and intent of the SRB and supports consistent governance practices, ensuring decisions are not altered without proper process or consultation.

Clear and accurate record keeping promotes trust, prevents misunderstandings, and reinforces strong school governance.

