# RECORD KEEPING
# WHAT IS SCHOOLS CENTRAL

Schools Central is a simple and easy-to-use Records Management system that all government schools in the NT use. The SharePoint interface enables school collaboration via announcements, calendars, and bookings customised to school needs.
Members may have access to the Schools Central site, but the school Principal will need to request the creation of an @education email account. This can be done for individual members or Office Bearers or a single generic SRB email.
Members may require access from their personal Windows computers, which requires multi-factor authentication. Members will need to register their mobile number to receive the SMS code. Below is the guide to register for the code.

http://icentre.ntschools.net/Knowledge/Pages/How%20To%20Register%20For%20Multifactor%20Authentication.aspx

Members then connect to VPN using http://access.ntschools.net. This will enable access to Schools Central.

For more information contact the Education Service Desk itsupport.det@ntschools.net.

1800 756 657

## What SRB information is stored in School Central?

**Meetings**
Agendas and minutes including any sub-committees of the school council, nomination and appointments of school council members.

**Communication**
Letters, emails and any other documentation relating to the school council correspondence.

**Constitution**
Up to date copy of the School Constitution and any supporting documentation when an amendment has been made.
May includes gazette notices, terms and conditions and terms of reference

**Policies**
Council Code of Conduct
Board Code of Conduct
Conflict of Interest Checklist
Conflict of Interest Policy
Confidentiality Policy and Agreement

**Management**
Duty statements for council positions, annual work plans; governance procedures and operational guidelines.

**Contacts**
SRB Council Contact Details
Council Members Email

**Subcommittees**
School Council subcommittee documentation
Records documenting inter-departmental committees such as the Principal Reference Committees and the School Education Committee in relation to school education regulation services.

**Where do I find or save documents?**

**Council**
Relating to school council or board responsibilities

- ✓ Use this section for
- ✓ Communication → Correspondence in and out
- ✓ Constitution → and documents relating to the amendments
- ✓ Contacts → details for members and other useful contacts
- ✓ Management → duty statements for council positions, annual work plans, governance procedures and operational guidelines
- ✓ Meetings → Agendas and minutes of meetings
- ✓ Reports → financial, principal and other reports
- ✓ Policies → specifically to the operation of the council/board
- ✓ Subcommittees → Terms of reference and activities

Department of Education School Council Guidelines

12. RECORDS MANAGEMENT

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

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.
The following types of documents should be retained in Schools Central:

- **Communications** – Incoming and outgoing correspondence.
- **Constitution** – Current version and any documentation relating to amendments.
- **Contacts** – Member contact details and other relevant contacts.
- **Management** – Duty statements for SRB positions, annual work plans, governance procedures, and operational guidelines.
- **Meetings** – Agendas and minutes of all meetings.
- **Reports** – Financial reports, Principal's reports, and other relevant reports.
- **Policies** – Policies specific to the operation of the SRB.
- **Committees** – Terms of reference and records of committee activities.

For further information about School Central, contact schoolscentral.doe@ntschools.net.

## SCHOOL FILES FOR ALL

## Simple and Easy Records Management

### Teaching and Learning

| Learning Plans, Resources for each stage of learning | | |
|---|---|---|
| Assessing | Resources | NTCET-Pathways HS |
| Planning | Reporting | Work-Ready-Pathways HS |
| Teaching | Visible Learning | |

### Students

| All correspondence, reports and data about a student | | | | |
|---|---|---|---|---|
| Additional Needs | | Data | Incidents | Leadership |
| Communications | Reports | Rewards | Vehicles HS | Wellbeing |

### Strategic Management

| Whole School data, reports and strategies | | | |
|---|---|---|---|
| Annual Reports | Data | Partnerships | PL (Professional Learning) |
| Projects | Reviews | Strategic | Workforce |

### Policies and Procedures

| The rules and guidelines for how a school operates | | |
|---|---|---|
| Emergency | Excursions | Handbooks |
| Teaching | | WHS (Work, Health & Safety) |

### Administration

| Documents relating to the administration and running of the school | | | |
|---|---|---|---|
| Attendance | Awards | Canteen | Contacts |
| Enrolment | Events | Excursions | Meetings |
| JD (Job Descriptions) | Teams | MarCom (Marketing & Communications) | Newsletters |
| ERT (Emergency Relief Teachers) | | Templates | Timetables |

### ICT

| All ICT events, documents, registers and technical information | | | | |
|---|---|---|---|---|
| Assets | Events | Factsheets | Resources | Technical |

### Early Childhood

| Planning, developing & running ALL EC programs | | |
|---|---|---|
| CFC (Children Family Centres) | Childcare | FAFT (Family As First Teachers) |
| Playgroup | | Preschool |

### Property management

| Management and Maintenance of School Facilities | | | | |
|---|---|---|---|---|
| Buildings | Cleaning | Contractors | Facility-Hire | Factsheets |
| Grounds | Housing R | Maintenance | Plans | Security |
| | Vehicles | | Works | |

## MANAGED&RESTRICTED

| Principal ONLY | |
|---|---|
| Communication | Complaints |
| Newsflashes | Operational |
| Staff | |

| Confidential – Sensitive data restricted to Senior Staff | | |
|---|---|---|
| Legal | Meetings | Recruitment |
| Staff | Student | Workforce |

| Council or School Board – Senior Staff & Council | | | |
|---|---|---|---|
| Communication | Constitution | Contacts | Management |
| Meetings | Policies | Reports | Subcommittees |

*capitals, dates for emails; keep short but meaningful. When thinking of a title answer the question: This document is about?*

- *2017-04-07-AGM-Minutes*
- *English-TRAN-Term-Plan-2017-T1*
- *SIMPSON-Liza-EAP-2017* **V9**

| Counsellor *(by request)* | |
|---|---|
| Communication | Programs |
| Staff | Students |

| Student Support |
|---|
| Student Folders (LASTNAME-Firstname) |

| Finance – Senior Staff and Finance | | |
|---|---|---|
| Assets | Audit | Banking |
| Budget | Fundraising | Grants |
| Insurance | Operational | Payroll |
| Reports | | Vouchers |