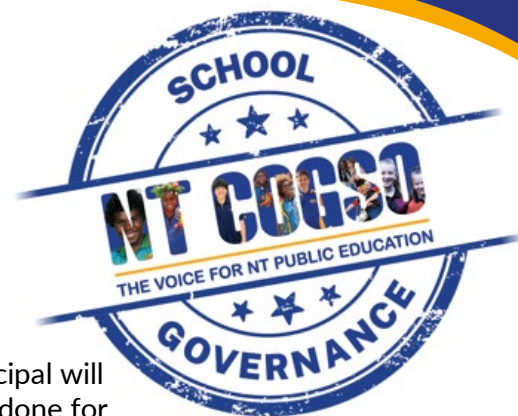


# RECORD KEEPING

## 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.ntschoools.net/Knowledge/Pages/How%20To%20Register%20For%20Multifactor%20Authen%20tication.aspx>

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

For more information contact the Education Service Desk [itsupport.det@ntschoools.net](mailto:itsupport.det@ntschoools.net).

1800 756 657

### What SRB information is stored in School Central?

<b>Meetings</b> Agendas and minutes including any sub-committees of the school council, nomination and appointments of school council members.	<b>Constitution</b> 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
<b>Communication</b> Letters, emails and any other documentation relating to the school council correspondence.	
<b>Policies</b> Council Code of Conduct Board Code of Conduct Conflict of Interest Checklist Conflict of Interest Policy Confidentiality Policy and Agreement	<b>Management</b> Duty statements for council positions, annual work plans; governance procedures and operational guidelines.
	<b>Subcommittees</b> 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.
	<b>Contacts</b> SRB Council Contact Details Council Members Email

Where do I find or save documents?



- ✓ 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

