



ACRONYMS AND JARGON – GLOSSARY OF TERMS

'A' Levels	Advance levels – AS and A2
ADHD	Special Need – Attention Deficit and Hyperactivity Disorder
AfL	Assessment for Learning
AIR	Academy Improvement Report
AIS	Advisory and Inspection Service
ALIS	A Level Information System
ALPs	A Level Performance System
APP	Assessing Pupil Progress
AQA	Exam Board
ASCL	Association of School and College Leaders
AST	Advanced Skills Teacher
ATL	Association of Teachers and Lecturers
BTEC	Business and Technician Education Council
CAF	Common Assessment Framework
CASY	Counselling and Support for Young People
CATs	Cognitive Assessment Tests
CE	Chief Executive
CoP	Code of Practice
COSHH	Control of Substances Hazardous to Health
CPD	Continued Professional Development
CRE	Commission for Racial Equality
DALP	Diverse Academies Learning Partnership
DAT	Diverse Academies Trust
DARE	Drug Abuse Resistance Education
DCFS	Director of Finance and Corporate Services
DDA	Disability Discrimination Act
DfE	Department for Education
DT	Detention
EAP	Education Action Plan
EAL	English as an Additional Language
EBD	Education and Behavioural Difficulties
ELG	Extended Leadership Group
EPS	Education Psychology Service
ECDL	European Computer Driving Licence
EMA	Education Maintenance Allowance
EMBC	East Midlands Broadband Consortium
EWO	Education Welfare Office
FE	Further Education
FSA	Faculty Support Assistant
FSM	Free School Meals
GAG	General Annual Grant
GCSE's	General Certificate of Secondary Education
GNVQ	General National Vocational Qualification

GOF	General Operations Fund
GO Network	Good to Outstanding
GTC	General Teaching Council
HE	Higher Education
HLTA	Higher Level Teaching Assistant
HMI	Her Majesty's Inspector
HOTs	Higher Order Thinking Skills
HSE	Health and Safety Executive
ICT	Information and Communications Technology
IEP	Individual Education Plan
IIP	Investor in People/Pupils
INSET	In-Service Training
IQEA	Improving the Quality for Education for All
ITE/ITT	Initial Teacher Education/Training
ITP	Improving Teacher Programme
KPA	Key Performance Areas
KPI	Key Performance Indicators
LACSEG	Local Authority Central Spend Equivalent Grant
LAMSS	Leadership and Management Support Systems
LA	Local Authority
LID	Leadership Induction Programme
LMS	Local Management of Schools
LP	Lead Practitioner (replaces AST's)
LPSH	Leadership Programme for Serving Headteachers
LPU	Literacy Progress Units
LRC	Learning Resource Centre
LSC	Learning Skills Council
LT	Leadership Team
MAPA	Managing Actual and Potential Aggression
MIP	Management Improvement Plan
MLD	Moderate Learning Difficulties
MLDP	Middle Leaders Development Programme
MSD	Mainstream Support Grant
MSS	Management Support Services
NAGs	Nottinghamshire Association of Governors
NAHT	National Association of Headteachers
NASUWT	National Association of School Masters and Union of Women Teachers
NC	National Curriculum
NCC	Nottinghamshire County Council
NCEAT	National Church of England Academy Trust
NCSL	National College for School Leadership
NEETs	Not in Education Employment or Training
NFER	National Foundation for Educational Research
NgFL	National Grid for Learning
NNLP	North Nottinghamshire Learning Partnership
NOF	New Opportunities Funding
NOR	Number of Roll
NPQH	National Profession Qualification for Headteachers
NPQML	National Professional Qualification for Middle Leaders
NPQSL	National Professional Qualification for Senior Leaders

NQT	Newly Qualified Teachers
NSS	National Support School
NUT	National Union of Teachers
NVQ	National Vocational Qualification
OCR	Oxford Cambridge and RSA Examinations (Exam board)
Ofsted	Office for Standards in Education
OTP	Outstanding Teaching Programme
PAN	Published Admission Number
PANDA	Performance and Assessment Data
PANSH	Professional Association of Notts Secondary Heads
PARS	Pupil Assessment and Registration System
PEG	Professional Entitlement Group
PEN	Partnership Excellence Network
PEP	Personal Entitlement Package
PFI	Private Finance Initiative
PGCE	Post Graduate Course/Certificate of Education
PHSE	Personal Health and Social Education
PIP	Personal Improvement Plan
PLASC	Pupil Level Annual School Census
PLTs	Personal, Learning and Thinking Skills
PLT (at Retford Oaks)	Personalised Learning Team
PPA	Preparation Planning & Assessment
PPP	Parent Partnership Project
PRP	Performance Related Pay
PRU	Pupil Referral Unit
PSP	Pastoral Support Plan
PTA	Parent Teacher Association
QTS	Qualified Teacher Status
RAN	Raising Achievement Network
R & D	Research and Development
RESA	Research Engaged School Award
RIDDOR	Reporting of Injuries Diseases and Dangerous Occurrences Regulations
RoAs	Record of Achievements
ROL	RAISE online
RQT	Recently Qualified Teacher
RTS	Routes to Success
SATs	Standard Assessment Tests
SBAPs	Strategic Behaviour and Attendance Partnerships
SBM	School Business Manager
SSDE	Staff Student Development Entitlement
SDGs	Strategic Development Groups
SEF	School Evaluation Form
SEN	Special Educational Needs
SEND	Special Educational Needs and Disability
SENCO	Special Education Needs Co-ordinator
SEP	School Experience Programme
SHA	Secondary Heads Association
SIF	School Improvement Fund/Forum
SIG	School Improvement Groups

SINCO	Special Inclusion Needs Co-ordinator
SIMS	Schools Information Management Systems
SIP	School Improvement Plan
SLD	Severe Learning Difficulties
SLDP	Senior Leaders Development Programme
SLE	Specialist Leader in Education
SSAT	Specialist Schools Academies Trust
SSDE	Student and Staff Development Entitlement
SSMG	Support Services Management Group
SSAT (NOW) SN	Specialist Schools Academies Trust now known as Schools Network
STPCD	School Teachers Pay and Conditions Document
TA	Teaching Assistant
TES	Times Education Supplement
TNGs	Team Network Groups
TFC	Tuxford Family Collaboration
TIP	Team Improvement Plan
TLR	Teaching and Learning Responsibility
TNG's	Team Network Groups
TSA	Teaching School Alliance
TTA	Teacher Training Authority/Agency
UCAS	Universities and College Admissions Service
UNISON	Union of Public Employees
VLE	Visual Learning Environment
YELLIS	Year Eleven Information System - defunct
YOT	Youth Offending Team
YPLA to be known as (EFA from 01.4.12)	Young Peoples Learning Agency Education Funding Agency

Acronyms

Academies

Academies are publicly funded independent schools. They are all ability schools established by sponsors from business, faith or voluntary groups. Academies have different governance arrangements to other schools. An academy's Funding Agreement sets out the details of the governance arrangements for each school.

Admissions (Code of Practice)

All state schools are required to have admission procedures which meet the School Admissions Code. Where more pupils apply to be admitted to a school than the school has room for, its over-subscription criteria will be applied. In community and voluntary controlled schools the Local Authority is responsible for admissions. In foundation and voluntary aided schools the academy board is responsible.

Articles of Association

The Articles of Association set out regulations for Academies, including the composition of the academy board.

Associate members

Individuals appointed by the academy board. They are not part of the academy board, but are allowed to attend meetings and sit on portfolios and can be given voting powers. They are appointed for 1-4 years, with the opportunity for re-appointment. An associate member could be a pupil, member of staff, or someone with expertise in a particular area. Academies Articles of Association allow them to appoint non-governors to portfolios and give them voting rights.

Attainment targets

These establish what children of differing ability should be expected to know and be able to do by the end of each Key Stage of the Curriculum— each target is graded into eight levels through which pupils advance as they learn more.

AWPU

Age-Weighted Pupil Unit – the sum of money allocated to the school for each pupil according to age. This is the basic unit of funding for the school.

Baseline assessment

Assessment of pupils' attainment on entry to Year 1 – it is not statutory, but many local authorities encourage schools to carry it out.

BIS

The Department for Business, Innovation and Skills. Created in 2009 its responsibilities encompass the development, funding and performance management of higher education (both teaching and research) and further education. While most information relevant to governors will come from the DfE there will be some crossover in relation to post-16 pupils.

BSF

Building Schools for the Future. A 10–15 year programme for the rebuilding or refurbishing of secondary schools. (This programme has now been abolished.)

Bursar

A school's administration or business manager. The exact role of a bursar will vary from school to school but their duties will almost always include financial and administrative management and many are involved in strategic planning and risk management. There is specific training for Bursars co-ordinated by the NCSL

Capital expenditure

Spending on projects, improvements, and extensions to the school

Chair's action

The Chair is allowed to take decisions without asking the academy board if a delay will be detrimental to the school, a member of staff, a pupil or a parent.

Children's Trust

There will be a Children's Trust in every local authority—these are local partnerships, which bring together those bodies (e.g. local authority, primary care trusts, police authorities and Connexions partnerships), which provide services to children, young people and families. Some bodies have a legal requirement to be part of the Children's Trust. The Government has announced significant changes to the requirements to create Children's Trusts.

CYPP

Children and Young People's Plan. The Government has announced that it intends to abolish the requirement to develop CYPPs.

Collaboration

An agreement between two or more schools to work together on one particular issue. They keep their individual governing bodies, but may set up a joint committee to which they can delegate powers.

Community schools

LA maintained schools at which the LA is the employer, owns the land and buildings and sets the admission criteria

Community special schools

LA maintained schools which make special educational provision for pupils with statements of special educational needs (SEN), whose needs cannot be fully met from within mainstream provision. The LA is the employer, owns the land and buildings and sets the admission criteria.

Community governor

A governor representing community and local businesses chosen by members of a academy board who have themselves been elected or appointed

Delegated budget

Money provided to schools, which governors can manage at their discretion (see also Devolved funds)

Delegated powers

Authority given to a committee, an individual governor or the headteacher/principal to take action on behalf of the academy board

Designated person

Liaises with other services on behalf of young people in care and has a responsibility for promoting their educational achievement

Directed time

Time when a teacher must be available to carry out duties, including attending staff and parent meetings, under the direction of the headteacher/principal – a maximum of 1265 hours in a school year

Disapplication

A term used where National Curriculum requirements may not apply to a pupil

Education Forum

Established by the Government as a consultative group including the NGA, the LGA and all the teaching and headteaching unions.

EFA

Education Funding Agency - the body set up by central government to manage the oversight and funding of Academies. It is also responsible for funding for 16-18 education.

EWO

Education Welfare Officer – a professional worker who visits pupils' homes and deals with attendance problems and other welfare matters in co-operation with the school.

Exclusion

The temporary or permanent removal of a pupil from school for serious breaches of the school's behaviour and discipline policy

Ex officio

Able to attend meetings by virtue of holding a particular office

Extended schools/services

Schools that provide a range of services and activities often beyond the school day, to help meet the needs of the pupils, their families and the wider community.

Federation

Two or more schools governed by one academy board

FMSiS

Financial Management Standard in Schools (now abolished)

Form of entry/PAN number (Published Admission Number)

The number of classes that a school admits each year

Foundation governor

A governor appointed by the foundation body of a voluntary school

Foundation schools

LA maintained schools in which the academy board is the employer, owns the land and buildings and sets the admission criteria

Foundation special schools

LA maintained special schools, which have the same freedoms as foundation schools (see above)

Foundation stage

Curriculum followed by children below statutory school age, in schools and nursery/pre-school provision

Free School

A type of Academy, either a new school set up in response to parental demand or a fee-paying school joining the state education system

GovernorLine <http://www.education.gov.uk/governorline>

Free telephone helpline for school governors - 08000 722 181

INSET

In-Service Education and Training – courses for practising teachers

Instrument of Government

A legal document setting out the name of the school and the constitution of the academy board.

Key Stages (KS1-4)

For curriculum purposes, pupils are divided into age groups, called Key Stages. Different subjects will be taught at different Key Stages and at the end of each Key Stage pupils will be formally assessed through Standard Attainment Tests. The key stages are KS1 (age 5-7), KS2 (age 7-11), KS3 (age 11-14), KS4 (age 14-16).

Learning and Skills Council (LSC now abolished)

The LSC is responsible for planning and funding education provision for adults and young people over the age of 16 (not in schools) in England.

Local Authority (LA)

Local authorities (LAs) are part of local councils, i.e. borough, county, metropolitan and city. Within local councils, LAs are accountable for early years education, schools, adult education and youth services. Community, foundation and voluntary schools are funded directly by their LA.

Local Authority Central Spend Equivalent Grant - LACSEG - the funding Academies receive to meet their additional responsibilities

Minor authority

A district council or parish council

Mixed ability

A teaching group in which children of all abilities are taught together

National Curriculum

This was established by the 1988 Education Reform Act to ensure that all pupils receive a broad and balanced education, which is relevant to their needs.

National College

National college for School Leadership – the organisation responsible for national training programmes for school leaders, aspiring school leaders and the development of leaders of Children's Services. In particular, it is responsible for the National Professional Qualification for Headship.

National Governors' Association (NGA)

The national membership organisation for school governors

Non-teaching (Support) Staff

Members of the school staff employed by the governors to provide services in a school, such as teaching assistants, cleaners and office staff

Ofqual

Office of the Qualifications and Examinations Register – the regulator of examinations and qualifications.

Ofsted

Office for Standards in Education, Children's Services and Skills – the body which inspects education and training for learners of all ages and inspects and regulates care for children and young people

Over subscribed

A school that has more applications from parents than places available. See Admissions (Code of Practice).

PAN

Published Admissions Number – the number of children the LA (or academy board of a foundation or aided school or Academy Trust) determines must be admitted to any one year group in the school

Partnership Governors

Are appointed at foundation schools where the school has no foundation body.

Peripatetic Teacher

A teacher who teaches in a number of schools to give specialist instruction

Post Graduate Certificate of Education (PGCE)

One of the routes into teaching. A PGCE can be studied full-time or part-time following the completion of a first degree.

Private Finance Initiative (PFI)

PFI is a way of funding public building through leasing arrangements with private firms. Private firms design, build and often manage new building programmes. The building is leased back to the public body, usually over a period of 20-30 years.

PGR

Parent Governor Representative - elected to serve on a local authority committee discharging the education functions of the LA

PLASC

Pupil Level Annual School Census

PPA

Planning, Preparation and Assessment – 10% guaranteed non-contact time for teachers

PSP

Pastoral Support Programme for pupils at serious risk of permanent exclusion

PTR

Pupil/Teacher Ratio – this is calculated by dividing the number of pupils in a school by the number of full-time equivalent teachers

PTA UK

National membership organisation for parent teacher associations – formerly NCPTA

PUPIL PREMIUM

This money will go with eligible pupils to the school they attend, and will be distributed in addition to the underlying schools budget from 2011-12. The funding is allocated to pupils eligible for FSM, or who have parents in the armed forces.

Pupil profile

Broad evaluation of a pupil's personality, interests and capabilities – this forms part of the pupil's Record of Achievement

Quorum

The minimum number of members present at a meeting before decisions can be made

RAISEonline

Reporting and Analysis for Improvement through School Self-Evaluation is the web-based system to disseminate school performance data to schools

Resolution

A formal decision which has been proposed, seconded and agreed – not necessarily by a vote – at a meeting

SACRE

Standing Advisory Council on Religious Education – local statutory body which advises on religious education and collective worship

SATs

Standard Assessment Tasks used for Curriculum Assessment

Secondment

The release of staff on a temporary basis for work elsewhere

Schools Forum

A Schools Forum has been established in each LA area to advise on the allocation of the funding for schools – the majority of places on this body should be filled by governors and headteacher/principals, preferably in equal numbers.

School Profile

Annual on-line report for parents, which schools must produce to inform on how the school has performed (abolished by the Education Act 2011)

SEN

Special Educational Needs – learning difficulties for which special educational provision has to be made

SENCO

SEN Co-ordinator – the teacher responsible for co-ordinating SEN provision in the school

Setting

A system of organising pupils into ability groups for particular subjects

SIMS

Schools Information and Management System – a computer package to assist schools in managing information on pupils, staff and resources

Special school

Schools that make provision for pupils with statements of special educational needs (SEN), whose needs cannot be fully met from within mainstream provision

Special Unit (or Resourced Provision)

A unit attached to a mainstream school to cater for children with specific special needs

STRB

School Teachers' Review Body - makes recommendations to the Secretary of State on teachers' pay

Statemnting

The procedure by which a child is formally assessed under the 1996 Education Act as having significant special educational needs

Streaming

A system of organising pupils into classes according to their ability across a range of subjects. Setting and streaming are not the same thing.

Trust Deed

The deed by which a Voluntary aided or a Voluntary controlled school has been established

Trust Schools

Foundation schools with a foundation body established under the Education and Inspections Act 2006 – the foundation body may appoint either a minority or a majority of the academy board

Value Added (VA)

The progress schools help pupils make relative to their individual starting points – rather than looking at raw results VA also takes into account the prior attainment, thus enabling a judgement to be made about the effect of the school on pupils' current attainment.

Vertical grouping

Classes formed with children of different age groups

Virement

The agreed transfer of money from the budget heading to which it has been allocated to another budget heading

VA Voluntary Aided

A school set up and owned by a voluntary body, usually a church body, largely financed by the LA. The academy board employs the staff and controls pupil admissions and religious education. The school's buildings and land (apart from playing fields) will normally be owned by a charitable foundation.

VC Voluntary Controlled

Usually a denominational school wholly LA maintained by the LA but with certain residual rights regarding religious worship

Work experience

A planned programme as part of careers education, which enables pupils in school time to sample experience of a working environment of their choice