

Glossary

Chapter Five

Glossary for Governors

Academies – Publicly funded schools run by an Academy Trust

ACS – Average Class Size

AD(H)D – Attention Deficit (Hyperactivity) Disorder

Admissions Register – Register of the details of pupils in alphabetical order

AEN – Additional Educational Needs

AfL – Assessment for Learning

ALS – Additional Literacy Support

AMP – Asset Management Plan

APA – Annual Performance Assessment

APP – Assessing Pupil Progress

Appraisal – The process of assessing how well a member of staff is carrying out his or her role

APS – Average Point Score

ASD – Autistic Spectrum Disorder

Attainment 8 - is a measure of a pupil's average grade across a set suite of eight subjects.

Audit Commission – Organisation established by Government to monitor the use of funds by local authorities and to promote good practice and efficiency in local government

Authorised Absence – Where the absence has been agreed by the school. This could be for holiday or sickness absence

Ballot – A method of voting, normally secret

Baseline assessment – An assessment of a child's skills and ability when joining school

Basic skills – Reading, writing and arithmetic

Behaviour Support Plan – A statement that sets out arrangements for schools and other service providers for the education of children with behavioural difficulties

Benchmarking - Comparing school expenditure with broadly similar schools from the LA, the region and nationally

Best Value – A policy confirming that governing bodies will work with regards to economy, efficiency and effectiveness

BIP – Behaviour Improvement Programme

CA – Contextualised Attainment

CAF – Common Assessment Framework

CAMHS – Child and Adolescent Mental Health Service

Capital Expenditure – Spending on building projects and large items of equipment

Carry-forward – Money left unspent at the end of the financial year that is carried forward to the academy's budget for the following year

Casting Vote – An additional vote to be used by the Chair if an equal number of votes are cast for and against a motion

CAT – Cognitive Ability Tests for knowing, thinking and reasoning

Catchment Area – A defined geographical area from which a school takes its pupils

CEO – Chief Executive Officer

CFO – Chief Financial Officer

CFR - Consistent Financial Reporting aims to standardise, simplify and streamline the reporting of school finances in all maintained schools in England giving all maintained schools the opportunity to compare their incomes and expenditures with those of similar schools

Child Protection Register – A central register maintained by Social Services which lists children in the area who are considered to be suffering from, or are likely to suffer, significant harm and for whom there is a protection plan

Children's Centres – Facilities run by Children's Trusts which offer a one-stop shop for services for children and young people including local education, social care and some health services

CLA – Children who are looked after in the care of the local authority

Clerk to the Local Governing Body – A person appointed by governors to carry out administrative duties for the local governing body and to advise on matters of legality and procedure

Collective Worship – All maintained schools should provide for collective worship for their pupils. The precise nature at a foundation or voluntary school will depend on the religious character of the school

Competitive tendering – Obtaining quotes or tenders from two or more suppliers before awarding contracts

Connexions – Government service offering an advice and support service for young people

Contingency Fund – Money set aside for unexpected costs

Co-opted Governor - Co-opted governors are people who in the opinion of the governing body have the skills required to contribute to the effective governance and success of the school.

Core subjects – English, maths and science

COSHH – Control of Substances Hazardous to Health

CPD – Continuing Professional Development - any activity that increases knowledge or understanding on a formal or informal basis.

Curriculum – A broad definition including not just the list of subjects taught but all the pupils' learning experiences at school and the processes of learning as well as the knowledge that is acquired

CVA – Contextual Value Added

Data dashboard – Provides a high level summary of each school's performance data. The data is presented in a simple, accessible way to ensure that users do not require an in-depth knowledge of school statistics.

DBS – Disclosure and Barring Service

DDA – Disability Discrimination Act

DFC – Devolved Formula Capital

Delegated budget – Money provided to schools which governors can manage at their discretion

Delegated powers – Authority given to a committee or the Head teacher to take action on behalf of the governing body

Delegation – A process where one body or person gives another body or person authority to take decisions on a particular matter

DfE – Department for Education

Disapplied Pupils – The National Curriculum has been designed to make sure that all children are assessed. However, there may be a small number of pupils who are not able to take part in some assessment, even allowing for the full range of arrangements that can be made

DRC – Disability Rights Commission

DSG – Dedicated Schools Grant

Dyslexia – Used to describe the specific learning disorder of children who have difficulty in acquiring reading, spelling, writing and numeracy skills

Dyspraxia - Dyspraxia, a type of developmental co-ordination disorder (DCD), is a disability that affects movement and co-ordination

EAL – English as an Additional Language

EBD – Emotional and Behavioural Difficulties

ECaR – Every Child a Reader

ECaW – Every Child a Writer

Ed Psych – Education Psychologist

Eleven Plus – Elective test usually taken at age 11 so selective grammar schools can choose the most academic pupils

EMAS – Ethnic Minority Achievement Service

EOC – Equal Opportunities Commission

EOTAS – Education other than at School – alternative education provision for children excluded from schools

Equal Opportunities policy – A governing body's thinking and practice on issues of equality surrounding gender, race, sexuality, disability and class

Ethnic Minority – A group that has different national or cultural traditions from the majority of the population

EWO – Education Welfare Officer employed to help pupils and parents where there are problems, particularly regarding attendance

Exclusion – The temporary or permanent banning of a pupil by the head teacher on disciplinary grounds

Ex-officio – Someone who is a governor by virtue of their office e.g. Vicar

Extended Schools (ES) – Schools which provide a range of extended services and facilities for the benefit of pupils, parents, families and the wider community

EYFS – Early Years Foundation Stage

FE – Further Education

Federation – The coming together under one governing body of not more than five maintained schools.

Feeder Schools – Some authorities give priority to children from certain primary schools

FFT – Fischer Family Trust

FOI – Freedom of Information

Form Entry – The number of classes that a school admits each year

Formula – The calculation of the funds given to schools by the LA

Foundation Governors – Governors appointed by the foundation body of a voluntary school for the purpose of securing that the character of the school is preserved and developed, and in particular that the school is conducted in accordance with the provision of any trust deed

Foundation schools – Type of school run by the Local Authority but with more freedom than community schools to manage their school and decide on their admissions. The school's land and buildings are either owned by the governing body or by a charitable foundation

Foundation Stage – The curriculum followed by children below statutory school age, in schools (Nursery and Reception) and pre-school provision

FSM – Free School Meals

FT – Floor Target

FTE – Full Time Equivalent

GAP - Governor Action Plan

GDPR – [General Data Protection Regulation](#) requires businesses to protect the personal data and privacy of EU citizens for transactions that occur within EU member states

GIAS – Get Information about Schools can be used to find and compare the performance of schools as well as the type, status and phase of each school or centre and information about governors, trustees and headteachers

GNVQ – General National Vocational Qualification

Grammar School – Selective secondary schools – entrance is based on a test of ability, usually at age 11

G&T – Gifted and Talented

H2S – Hard to Shift

HASAW – Health and Safety At Work

HCQM - Healthy Child Quality Mark

HE – Higher Education

Healthy Schools Initiative – Government scheme to help improve the health of both pupils and teachers

HLTA – Higher Level Teaching Assistant

HMCI – Her Majesty's Chief Inspector of Schools

HMI – Her Majesty's Inspectorate

HOD – Head of Department

Home-School Agreements – a written contract between school, parents or carers and the pupil. It sets out expectations of attendance, behaviour, standards of education and homework. This is a statutory document for the governing body

HSE – Health and Safety Executive

IAG – Information Advice and Guidance

IAN – Income Allocation Notification

ICT – Information and Communication Technology

IEP – Individual Education Plan devised for meeting the special education needs of individual pupils with needs over and above that of other children

IIP – Investors in People

Inclusion – used to denote that pupils with special and other needs are included in a mainstream school

Increments – Process by which individuals move through their salary scale until they reach the top

INSET – In-Service Education and Training - professional development for teaching and support staff

ISR – Individual School Range

ITT – Initial Teacher Training

JAR – Joint Area Review

KS – Key Stages - The four stages of the National Curriculum for pupils aged 5-16

KS1 – Pupils aged 3-7 **KS2** – Pupils aged 7-11 **KS3** – Pupils aged 11-14 **KS4** – Pupils aged 14-16

LA – Local Authority (previously known as the LEA – the Local Education Authority)

LAC – Looked After Children

LLE – Local Leaders of Education

LMS – Local Management of Schools

LSA – Learning Support Assistant – more commonly known as TA – Teaching Assistant

LSP – Literacy Support Program

MA – Management Allowance

MAST – Multi Agency Support Team

Mentor Governor – An experienced governor who will work with a new governor

MAT – Multi Academy Trust

MFG – Minimum Funding Guarantee

MFL – Modern Foreign Languages

Mixed ability – A teaching group in which children of all abilities are taught together and not streamed or set

MTA – Meal Time Assistant

Multi-disciplinary – Two or more professional trained in different specialisms working together to provide support, help and advice

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

NCSL – National College for School Leadership – now the National College

NEET – Not in Education, Employment or Training

NGA – National Governance' Association

NLE – National Leaders of Education

NOR – Number on Roll

NOV – Notes of Visit

NPQH – National Professional Qualifications for Head teachers

NQT – Newly Qualified Teacher -Teachers who obtain Qualified Teacher Status (QTS) must successfully complete an induction period of three school terms (or equivalent) in order to remain eligible for employment as a teacher in maintained schools and non-maintained special schools

NtG – Narrowing the Gap

Ofqual – Office of the Qualifications and Examinations Regulator. The body responsible for regulating qualifications, examinations and national curriculum tests in England

Ofsted – Office for Standards in Education. The body which sets standards and arranges school inspections

Outturn – Statement of what the school actually spent by the end of the financial year

PAN – Planned Admissions Number - The number of children the LA (or governing body of an Aided School) determines can be admitted to a school

Parent View - gives the chance for parents to tell Ofsted what they think about their child's school. Parent View asks for opinion on 12 aspects of a school, from the quality of teaching, to dealing with bullying and poor behaviour.

PAT – Pupil Achievement Tracker

Performance Management – A review of teachers' performance both as individuals and in teams. It sets a framework for heads, teacher and their team leaders to establish and review priorities and objectives

Peripatetic teacher – Normally a teacher who provides specialist instruction e.g. music at a number of schools

PFI – Private Finance Initiative

PI – Performance Indicators

PIPs – Performance Indicators for Primary Schools

PLASC – Pupil Level Annual Schools Census

Plenary – The time at the end of a lesson in which the teacher finds out what children have learnt

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

Professional Development Days – Non-pupil days set aside for teachers to attend for planning, in service training curriculum or staff development

Progress 8 – progress 8 is a new secondary accountability measure aimed at measuring the progress of pupils across a selected set of 8 subjects.

PRS – Pupil Referral Service

PRU – Pupil Referral Unit

PSHE – Personal, Social and Health Education

PSA – Parent Support Adviser – member of school staff offering specific but impartial advice to parents

P2S – Pathways to Success

PSP – Pastoral Support Programme/Plan for pupils at serious risk of permanent exclusion

PTA – Parent Teacher Association

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

QCDA – Qualifications and Curriculum Development Agency

QTS – Qualified Teacher Status.

Quorum – The number of governors who must be present to validate the proceedings of a governors' meeting.

RA – Relative Attainment

Raise Online – Reporting and Analysis for Improvement through School Evaluation – Online performance and assessment reports produced nationally

RAP – Raising Attainment Plan.

ROA - Record of Achievement – A profile detailing the pupil's formal and informal achievements in secondary school. May include samples of work and pupil's own self-assessment

Remodelling – Remodelling is set out in a national agreement that aims to reform the workforce. It is about giving teachers more time and support in order to raise standards, increase job satisfaction and improve the status of the profession

Resolution – A formal resolution made at a meeting which has been voted upon and agreed

RI – Registered Inspector, who is authorised by Ofsted to lead an inspection team

RPA – Raising the Participation age

SATs – Standard Assessment Tasks used for curriculum assessment

SDP – School Development Plan

SEAL – Social and Emotional Aspects of Learning

SEBS – Social Environmental Behaviour Skills

SEND– Special Educational Needs and Disability

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

SI – Statutory Instrument

SIMs – Schools Information Management Systems

SIP – School Improvement Plan

SLT – Senior Leadership Team

SMART Targets – An acronym for School Attainment Targets – Specific, Measurable, Attainable, Realistic, Time-limited

SMT – Senior Management Team

SPAG – Spelling, punctuation and grammar

Special school – A school for children whose special educational needs cannot be met within a mainstream school

SSAT – Specialist Schools and Academies Trust

SWOT - Strengths Weaknesses, Opportunities and Threats, an analysis tool

T&L – Teaching and Learning

TES – Times Educational Supplement

Threshold – Teachers may apply to be assessed to be paid above the threshold of their incremental ceiling

TLRs – Teaching and Learning Responsibility – additional payment for specific teaching and learning responsibilities over and beyond the normal teaching role

UCAS – Universities and Colleges Admissions Service – a central agency for processing applications for university courses

UPS – Upper Pay Spine

Value Added – Shows the progress made by an individual pupil or groups of pupils compared with the average progress made by similar pupils nationally between the Key Stages

Vertical grouping – Classes formed (in primary schools) with pupils of different age groups

Virement – A local authority term to enable monies to be transferred from one budget heading to another.