

## GLOSSARY OF TERMS

### **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.

### **Additional Inspector**

An Ofsted inspector contracted through external Inspection Service Providers. From September 2015 Ofsted will directly contract with Additional Inspectors.

### **Admissions code**

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 governing body is responsible.

### **Articles of Association**

The Articles of Association set out regulations for academies, including the composition of the governing body.

### **ASCL**

Association of School and College Leaders - a headteacher union.

### **Associate members**

Individuals appointed by the governing body of a LA maintained school. They are not part of the governing body, but are allowed to attend meetings and sit on committees 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 committees and give them voting rights.

### **ATL**

Association of Teachers and Lecturers - a union for education professionals.

### **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.

### **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. See also [reception baseline assessment](#).

### **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.

### **Board of Trustees**

Refers to academy trusts and MATs only

### **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.

### **Capital expenditure**

Spending on projects, improvements, and extensions to the school

### **CATS**

Cognitive Ability Tests

**Chair's action**

In maintained schools the chair is allowed to take decisions without asking the governing body if a delay will be detrimental to the school, a member of staff, a pupil or parent. In academies, the power is not automatic and must be delegated to the chair.

**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 governor**

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

**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.

**Competitive tendering**

Obtaining quotes or tenders from alternative suppliers before awarding contracts

**Community governor**

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

**CPD**

Continuous Professional Development for school staff or governors

**DCSF**

Department for Children, Schools and Families (renamed in May 2010 and now the Department for Education)

**DDA**

Disability Discrimination Act

**Delegated budget**

Money provided to schools, which governors can manage at their discretion.

**Delegated powers**

Authority given to a committee, an individual governor or the headteacher/principal to take action on behalf of the governing board. In multi academy trusts, this also refers to powers delegated to local governing bodies.

**Designated person**

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

**DfE**

Department for Education - the government department responsible for schools and children (formerly DCSF)

**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

**DSG**

Dedicated School Grant - funding from central government to the local authority, the majority of which is then delegated directly to individual schools through the LA's funding formula

**EAL**

English as an Additional Language

**EBD**

Emotional and Behavioural Difficulties

**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. It is responsible for all revenue and capital funding for schools.

**EHC**

Education, health and care plans - the document which replaces statements of SEN and Learning Difficulties Assessments for children and young people with special educational needs.

**ESO**

Education Supervision Order, which LAs may apply for to deal with cases of poor attendance at school

**ETS**

Excellent Teacher Scheme

**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 LA maintained schools governed by one governing body

**FFT**

Fischer Family Trust - a non-profit company that provides data and analyses to LAs and schools in England and Wales.

**Form of entry**

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 governing body 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

**FSM**

Free School Meals - pupils are eligible for FSM if their parents receive certain benefits.

**GCSE**

General Certificate of Secondary Education

**GNVQ**

General National Vocational Qualification

**Governing board**

An overarching term which refers to both the board of LA maintained schools (governing bodies) and academies/MATs (board of trustees).

**Governing body**

Refers to LA maintained schools only

**HLTA**

Higher Level Teaching Assistant

**HMCI**

Her Majesty's Chief Inspector of Schools

**HMI**

Her Majesty's Inspector

**HSE**

Health and Safety Executive

**IEP**

Individual Education Plan for pupils with special educational needs

**IGCSE**

International GCSE

**INSET**

In-Service Education and Training - courses for practising teachers and other school staff

**Instrument of Government**

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

**ISCG**

Information for School and College Governors - a school governance organisation.

**Key Stages (KS1-4)**

The four stages of the National Curriculum. The key stages are KS1 (age 5-7), KS2 (age 7-11), KS3 (age 11-14), KS4 (age 14-16). KS5 applies to 16-19 years-olds but is not part of the National Curriculum.

**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.

**LGA**

Local Government Association - national organisation supporting and representing local government.

**Local Authority Central Spend Equivalent Grant (LACSEG)**

The funding academies receive to meet their additional responsibilities

**Local Governing Body**

The governors at an individual school in a multi-academy trust

**MAT**

Multi academy trust - where two or more academies are governed by one Trust (the Members) and a board of Directors (the Governors).

**Minor authority**

A district council or parish council

**Mixed ability**

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

**NAHT**

National Association of Head Teachers - a headteacher union

**NASBM**

National Association of School Business Managers

**NASUWT**

National Association of Schoolmasters Union of Women Teachers - a teaching union

**National College for Teaching and Leadership (NCTL)**

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, the Chairs of Governors Leadership Development Programme and Clerks to Governing Bodies Training Programme.

**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 Leaders of Governance (NLG)**

The NLGs are highly effective chairs of governing bodies as designated by the National College for Teaching and Leadership. They can work with other chairs and governing bodies to help their development and improve their school performance. [Find out more.](#)

**NCTL**

See National College for Teaching and Leadership

**NFER**

National Foundation for Educational Research

**National Governors' Association (NGA)**

The national membership organisation for school governors

**NLG**

See National Leaders of Governance

**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

**NPQH**

National Professional Qualification for Headship

**NQT**

Newly Qualified Teacher

**NUT**

National Union of Teachers - a teaching union

**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 governing body 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

**PI**

Performance Indicators (sometimes called key performance indicators). Used to evaluate the success of a school or of a particular activity in which it engages.

**PPA**

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

**PPP**

Public and Private Partnership - a government service or private business venture which is funded and operated through a partnership of government and one or more private sector companies.

**PRP**

Performance Related Pay - schools following the STCPD must now ensure teachers' pay is linked to their performance

**PRU**

Pupil Referral Unit - alternative provision for pupils unable to attend a mainstream school or special school

**PSP**

Pastoral Support Programme for pupils at serious risk of permanent exclusion

**PTA**

Parent Teacher Association - or PSA (Parent Staff Association)

**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 goes with eligible pupils to the school they attend, and has been distributed in addition to the underlying schools budget from 2011-2012. The funding is allocated to pupils eligible for FSM, in care, 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

**QTS**

Qualified Teacher Status

**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

**Reception baseline assessment**

An assessment taken by pupils in reception, against which progress at the end of key stage 2 will be measured. The reception baseline will be available to schools from September 2015.

**Resolution**

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

**ROA**

Record of Achievement

**SACRE**

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

**SATs**

Standard Assessment Tasks used for National Curriculum Assessment

**School Census**

A statutory return which takes place during the autumn, spring and summer terms. Maintained schools and academies should take part in the census.

**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.

**Secondment**

The release of staff on a temporary basis for work elsewhere

**SEND**

Special Educational Needs and Disabilities - learning difficulties for which special educational provision has to be made

**SENCO**

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

**SENDIST**

Special Educational Needs and Disability Tribunal

**Setting**

A system of organising pupils into ability groups for particular subjects

**SFVS**

Schools Financial Value Standard - a means for the governing board to assess its financial processes, capabilities and skills.

**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

**SSAT**

Specialist Schools and Academies Trust now renamed the Schools Network

**SSFA**

School Standards and Framework Act 1998

**STPCD**

School Teachers' Pay and Conditions Document

**STRB**

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

**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.

**TA**

Teaching Assistant

**Terms of reference**

The scope and limitations of a committee's activity or area of knowledge.

**TLR**

Teaching and Learning Responsibility - payment made to teachers for an additional responsibility

**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 governing body

**UNISON**

Union of Public Employees

**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 (in primary schools) 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

**VOICE**

A teaching union, formerly the Professional Association of Teachers

**Voluntary Aided (VA)**

A school set up and owned by a voluntary body, usually a church body, largely financed by the LA. The governing body 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.

**Voluntary Controlled (VC)**

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

**Young Carer**

A young carer is anyone under 18 years of age who helps to look after a family member who is disabled, physically or mentally ill or has a substance misuse problem. See [Young Carers](#).