

The NGA has produced this guide to help governors and others navigate the specialist terms and abbreviations of the education world.

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 governing body is responsible.

AST

Advanced Skills Teacher

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.

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.

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.)

Capital expenditure

Spending on projects, improvements, and extensions to the school

CATS

Cognitive Ability Tests

Chair's action

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 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.

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.

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

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 (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 governing body

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

DSG

Dedicated School Grant

EAL

English as an Additional Language

EBD

Emotional and Behavioural Difficulties

EFA

Education Funding Agency – will replace the YPLA in April 2012. It will be responsible for all revenue and capital funding for schools.

EMA

Education Maintenance Allowance

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 schools governed by one governing body

FMSiS

Financial Management Standard in Schools (now abolished)

Form of entry

The number of classes that a school admits each year

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

GCSE

General Certificate of Secondary Education

GNVQ

General National Vocational Qualification

GTC

General Teaching Council (due to be abolished)

HLTA

Higher Level Teaching Assistant

HMCI

Her Majesty's Chief Inspector of Schools

HMI

Her Majesty's Inspector

HSE

Health and Safety Executive

ICT

Information and Communications Technology

IEP

Individual Education Plan for pupils with special educational needs

IIP

Investors in People

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 governing body.

ISCG

Information for School and College Governors

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).

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

Mixed ability

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

NAHT

National Association of Head Teachers

NASUWT

National Association of Schoolmasters Union of Women Teachers

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.

NCPTA

National Confederation of Parent Teacher Associations (now PTA UK)

NFER

National Foundation for Educational Research

National Governors' Association (NGA)

The national membership organisation for school governors

LGfL

London Grid for Learning

NNEB

National Nursery Examination Board

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

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

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

PLASC

Pupil Level Annual School Census

PPA

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

PPP

Public and Private Partnership

PRP

Performance Related Pay

PRU

Pupil Referral Unit

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 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

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

Resolution

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

Rgi/RI

Registered Inspector, who is authorised to lead an inspection team (colloquially, a 'Reggie')

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 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)

SEF

Self-Evaluation Form – previously a standard template produced by Ofsted

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

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 body 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

SRE

Sex and Relationships Education

SSAT

Specialist Schools and Academies Trust now renamed the Schools Network

SSFA

School Standards and Framework Act 1998

SSSNB

School Support Staff Negotiating Body - makes recommendations to the Secretary of State on the pay, terms and conditions of school support staff. Abolished by the Education Act 2011.

STPCD

School Teachers' Pay and Conditions Document

STRB

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

Statementing

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.

TAs

Teaching Assistants

TDA

Training and Development Agency for Schools

TLRs

Teaching and Learning Responsibilities

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

VA Voluntary Aided

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.

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