

Solihull Governor Services

A Glossary of Educational Terms and Abbreviations

As I am sure you will appreciate this isn't a definitive list but I hope you will find this glossary useful. If you come across terms that are not included, or obsolete terms, please inform Heidi Cosford, School Governance & ICT Co-Ordinator, Solihull Governor Services by email:

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'A'

AAP	Average Ability Pupil
Academy	Publicly funded independent school that provides free education to pupils of all abilities (can be primary, secondary or special)
ACAS	Advisory, Conciliation and Arbitration Services
ACG	Annual Capital Guidelines: Amounts of borrowing power allowed annually by Central Government for capital works
ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactivity Disorder
Admission Limit	The maximum number of pupils it is intended to admit into any year of a school.
AEN	Additional Education Needs: A wider term than SEN, attempting to recognise all types of additional needs a pupil may have through his/her school life.
AfL	Assessment for Learning
AHT	Assistant Head teacher
Aided Schools	Schools set up and owned by a voluntary body, usually a church body. The governing body employs the staff, and controls pupil admissions and religious education.
AIM	Attendance Improvement and Monitoring
ALF	Activity Led Formula: A method of attempting to define the funding requirements of a school by identifying and costing the needs of the school with respect to curriculum, pastoral, management and other needs (Sometimes called a 'Needs-Led' approach).
ALS	Additional Literacy Support
APP	Assessing Pupil Progress
Appeals	The Education Acts give parents rights of appeal against certain decisions relating to admission to schools, special educational provision and permanent exclusion from school.
Appraisal and Capability Framework	The framework that underpins Headteacher and Teacher Performance Management.
APS	Average Point Score
AQA	Formerly the Assessment and Qualifications Alliance
ARA	Assessment and reporting arrangements
ARR	Assessment, recording and reporting
Articles of Association	The Articles of Association set out the workings for academies including the composition of the governing body.

Updated 16th January 2016- This Glossary has been based on documents created by Leeds City Council, National Governors Association, Marston Green Junior School and The Key for School Governors

ASCL	Association of School and College Leaders
ASD	Autistic Spectrum Disorder: Pupils with difficulties in understanding and using non-verbal and verbal communication, understanding social behaviour and thinking and behaving flexibly
ASL	Additional and specialist learning
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 at committee level. Associate Members cannot vote at full governing body meetings. 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.
AST	Advanced Skills Teacher
Attainment Target	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 National Curriculum – each target is graded into eight levels through which pupils advance as they learn more.
ATL	Association of Teachers and Lecturers
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.

'B'

Banding	A system of school organisation where pupils are grouped by ability into teaching groups. Another definition is when a school makes prospective pupils sit a test, and then admits pupils equally across broad ability bands, ensuring a comprehensive intake. This differs from selection by ability as the school is taking pupils with varying abilities rather than just high ability pupils.
BAECE	British Association for Early Childhood Education
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. Usually made by a teacher within the first seven weeks of starting primary school. It shows teachers what a child can do when starting school and helps them to plan lessons and measure progress. Areas covered include language and literacy, maths and personal and social development.
BECTA	British Educational Communications and Technology Agency
Benchmarking	A technique, often associated with finance, but not exclusively so, which permits the comparison of data between schools, or different departments in schools, to allow performance to be assessed and best practice and value for money to be identified, shared and encouraged.
BESD	Behaviour, Emotional and Social Difficulties
BEST	Behaviour and Education Support Team
Best Value	The Government's replacement for Compulsory Competitive Tendering (CCT) which confirms the need for all Council services to be efficient, cost effective and responsive to client needs etc.
BIP	Behaviour Improvement Programme
BME	Black and Minority Ethnic
BSF	Building Schools for the Future: A national government investment initiative aimed at rebuilding or renewing every secondary school in England over a 10-15 year period.

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BSI	British Standards Institution: The long standing institution providing standards across all aspects of work, equipment etc.
BSL	British sign language
BSP	Behaviour Support Plan
BSW	Behavioural Support Worker
BTEC	Business and Technology Education Council offering qualifications at a variety of levels by both schools and FE Colleges.
Budget Share	The amount a school received through the formula and for which the governing body has delegated responsibility under Local Management of Schools (LMS).

'C'

CAF	Common Assessment Framework: The CAF provides a universal approach to needs assessment that can be used by people working with children. This is a key element of the Children Act 2004. It integrates assessment and shares information across agencies encouraging common knowledge and history.
CAMHS	Child and Adolescent Mental Health Services
Capital Expenditure	Spending on projects, improvements and extensions to the school.
Capitation	The part of a school's budget allocated to spending on equipment and teaching materials.
Care Order	An order of the court placing a child in the care of an Authority. Local Authority acquires parental responsibility which is retained by the parent as well.
CASPAR	Computer Assisted Self and Peer Assessment Ratings
Casting Vote	An additional vote to be used by the Chair of governors if an equal number of votes are cast for and against a motion.
CC	Charity Commission
CATs	Cognitive Ability Tests: These test numeracy, literacy and non-verbal reasoning.
CCT	Compulsory Competitive Tendering: Legislation, formerly in force, which compels local authorities to put out various services to tender (e.g. cleaning, catering, grounds maintenance and repairs to buildings). This has been replaced by Best Value.
CE or CofE	Church of England
CFR	Consistent financial reporting
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.
Character of a School	The type of school according to the age of its pupils and the governing arrangements.
Child	A person under the age of 18.
Child Assessment Order	An order made by a court which authorises the carrying out of an assessment or part of an assessment in order to determine whether a child is suffering or likely to suffer significant harm.
Child Protection Governor	Child protection responsibilities are overseen by this governor.
Children Act 2004	This Act details all the legal requirements behind the proposed 'whole system reform'. The aim is to improve the support services offered to children and young people. It introduces five outcomes which are to be achieved for children – places duty of care on local authorities to promote cooperation between agencies to support, safeguard and promote children's welfare.

Children in Public Care	Previously called Children in the Care of the Local Authority or Looked After Children. Children placed in foster home or residential home.
Children's Centres	These provide a one stop resource for young families, offering help and advice on everything from childcare to getting back to work.
Children's Trusts	All local authorities have to set up a Children's Trust to ensure integrated service delivery and better outcomes for children. They work across LEAs, children's social services, health services, youth offending teams and a range of other partners. Trusts will decide how to spend pooled budgets to secure the most effective integrated delivery of services and will monitor and review the performance of service providers.
Circular	Policy statement issued by a government department, which does not have the status of law, but which gives guidance on the interpretation of the law.
Cluster	Group of schools that come together for a particular purpose.
CME	Children Missing Education
CMG	Criteria Moderating Group
Code of Practice (SEN)	This Code, on the identification and assessment of Special Educational Needs, was updated in November 2001 and implemented from January 2002.
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.
Collective Worship	A single act of worship for all pupils or separate acts for groups of pupils required to take place in all maintained schools.
Community Governor	A person appointed to be a member of a school governing body by members of the governing body to represent community interests. (known as a Co-Opted Governor for schools constituted under 2012 Regulations)
Community School	LA maintained schools at which the LA is the employer, owns the land and buildings and sets the admission criteria.
Community Special School	LA maintained schools which make special educational provision for pupils with statements of special education 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.
Contact Order	Defining any form of contact a child is to have with other people
Co-Opted Governor	A person appointed to be a member of a school governing body by members of the governing body (previously known prior to 2012 Regulations as a Community Governor)
COSHH	Control of substances hazardous to health
CP	Child Protection
CPD	Continuous Professional Development for school
CSE	Child Sexual Exploitation. Schools and governors can help children and young people understand the difference between safe, healthy relationships and those that are unsafe and abusive. This comes under the Safeguarding and Child Protection duties of schools and governors.
CTF	Common transfer file
CTC	City Technology College: An independent college in an urban area for pupils aged 11 to 18.

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CVA	Contextual Value Added: There are many factors that are related to the progress that pupils make in a school, such as levels of deprivation or special educational needs. Contextual value added aims to take account of these factors when measuring the effectiveness of a school or the progress made by individual pupils.
CYPSP	Children and Young People's strategic partnership: A partnership of all local services affecting children and young people. There is one per area.

'D'

DBS	Disclosure and Barring Service: An organisation created to protect children and vulnerable adults from abuse by identifying unsuitable employees and volunteers working with these vulnerable groups. DBS provides a Disclosure service for employers and organisations employing volunteers.
DCSF	Department for Children, Schools and Family (now known as Department for Education)
DDA	Disability Discrimination Act (has been replaced by the Equality Act 2010)
DED	Disability equality duty
DES	Disability equality scheme
Devolved Funding	Funding allocated to a school which must be used for a specific purpose.
DFC	Devolved Formula Capital
DfE	Department for Education
Differentiation	The organisation of teaching programmes and methods specifically to suit the age, ability and aptitudes of individual children.
Directed Time	Time when a teacher must be available to carry out duties, including attending staff and parents' meetings, under the direction of the Head. Maximum of 195 (1265 hours) in a school year.
Disapplication	A term used where National Curriculum requirements do not apply to a pupil.
Disapplied Pupils	The National Curriculum assessments have been designed to make sure that as many children as possible can be assessed. There may, however, be a small number of pupils who are not able to take part in some or all of the assessments, even allowing for the full range of arrangements that can be made. Usually this only happens if all or part of the National Curriculum is not suitable for a pupil because he or she has certain special educational needs. The assessments are designed to cater for most pupils with special educational needs.
Disclosure	Term used by the Disclosure and Barring Service to describe the check made of prospective employees or volunteers working with children and vulnerable adults
DPA	Data Protection Act 1998
DSG	Dedicated Schools Grant
DT or D&T	Design and Technology
Dyslexia	A term used to describe a specific learning problem involving difficulty in reading and spelling simple words.

'E'

EAB	Examinations Appeals Board
EAL	English as an additional language
EAZ	Education Action Zone

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EBacc	English Baccalaureate
EBD	Emotional and Behavioural Difficulties
ECM	Every Child Matters
ECMQM	Every Child Matters Quality Mark
Education Partnership Board	Established by the government as a consultative group including the NGA, the LGA and all the teaching and head teacher unions.
Education Supervision Order	An order which puts a child under the supervision of a designated Local Education Authority. This order may only be made when the court is satisfied that the child concerned is of compulsory school age and is not being properly educated e.g. through not attending school regularly.
EFA	Education Funding Agency, which replaced the YPLA in April 2012. It is responsible for all revenue and capital funding for schools.
EHRC	Equality and Human Rights Commission
EiC	Excellence in Cities
ELCI	Employers' liability (compulsory) insurance
ELG	Early learning goals
ELS	Early Literacy Strategy
EMA	Ethnic minority achievement. Can also mean Education Maintenance Allowance.
EMAS	Ethnic minority achievement service
Emotional Literacy	The teaching of relevant competencies to develop emotional recognition, identification, understanding and expression in children.
Entry Assessment	Refers to the assessment of a child on his/her entry to the school. A pupil's progress can then be monitored throughout his/her school career.
EPS	Education Psychology Service
E-Safety	Recognising and managing the risks of children and young people in the use of modern communication technologies is part of governors' safeguarding duties.
EWO	Education Welfare Officer: The EWO deals with a range of matters relating to welfare including school attendance problems.
EWS	Education Welfare Service
Exceptions	These are services retained by the Authority and not delegated to schools. They can be mandatory, i.e. compulsory and defined by the DCSF, or discretionary, i.e. proposed by the LEA and agreed by the Secretary of State.
Exclusion	Head teachers may exclude pupils from school for serious breaches of discipline. Exclusions may be for a fixed period or permanent.
Ex Officio	Able to attend meetings by virtue of holding a particular office (e.g. Reverend, Head teacher). Term of office lasts until that person moves post.
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.
Extra District Charges	Charges which can be claimed by an Authority for providing education for children with statemented special educational needs who reside in other Authorities.

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EYFS	Early Years Foundation Stage
EYFSP	Early Years Foundation Stage Profile
EYP	Early Years Professional
EYPP	Early Years Pupil Premium

‘F’

Federation	Two or more schools governed by one governing body/
FFT	Fischer Family Trust
FGB	Full governing body
Five Outcomes	The five outcomes detailed in the Every Child matters: Change for children are as follows: <ul style="list-style-type: none"> • be healthy • stay safe • enjoy and achieve • make a positive contribution • achieve economic wellbeing
FLS	Further Literacy Strategy
FMSiS	Financial Management Standards in Schools (ended March 2011)
FOI/FOIA	Freedom of Information/Freedom of Information Act
Form Entry/Form of Entry	The number of classes admitted to a school annually, usually based on 30 pupils per class.
Formula Funding	The 1988 Education Act requires that each school will receive a budget allocation which will be calculated according to a formula. This will have been approved by the DCSF and apply to schools, in the authority’s area. (See Common Funding Formula). The formula is used to divide the Individual School Budget. At least 80% of the formula must be allocated by pupil numbers. The remainder is allocated with reference to other calculations such as floor area and pupils with social disadvantages etc.
Foundation Governor	A person appointed to represent the interests of the church, authority or voluntary organisation which provides the school.
Foundation School	LA maintained schools in which the governing body is the employer, owns the land and buildings and sets the admission criteria.
Foundation Special School	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.
Foundation Subjects	All are subjects of the National Curriculum: Maths, English, Science, History, Geography, Technology, Music, Art and PE. (In relation to Key Stages 3 and 4 a Modern Language is included).
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

FSS	Formula Spending Share: This term replaces what was formerly known as the Standard Spending Assessment (SSA) and represents the amount that the government assesses that a LEA needs to maintain a given service such as education. The total amount is split between a Schools Block (i.e. expenditure directly on schools and pupil related services such as the Pupil Referral Service) and a LEA Block which is expenditure on central support services and the Youth and Community Service.
FTE	Full Time equivalent

‘G’

GAG	General Annual Grant
GCSE	General Certificate of Secondary Education, usually taken at the end of Key Stage 4 (age 16).
GEAP	Gender Equality Action Plan
GES	Gender Equality Scheme
GIA	Gender impact assessment
GLD	Good Level of Development
GNVQ	General National vocational qualification
Graduate Teacher Programme	This is a one year programme of postgraduate training leading to Qualified Teacher Status whilst working as an unqualified teacher.
Grouping	The way in which pupils are organised for administrative or teaching purposes
GRT	Gypsy Roma Traveller
GTC	General Teaching Council – a professional body for teachers in England. Its role is to advise the government on professional issues, reflect views and concerns of teachers.
G&T	Gifted and Talented
GTP	Graduate Teacher Programme

‘H’

HAP	Higher Ability Pupil
HASAW ACT	Health and Safety at Work Act – An enabling Act based on principles and details different to other health and safety legislation. The differences are designed to bring about a greater awareness of the problems surrounding health and safety, a greater involvement of those who are, or should be concerned with improvements in health and safety and a positive movement away from the apathy and indifferences which used to encompass the whole of the topic.
HLTA	Higher Level Teaching Assistant
HMCI	Her Majesty’s Chief Inspector
HMI	Her Majesty’s Inspectorate
Home/School Agreement	All state schools are required to have written home-school agreements, drawn up in consultation with parents. They are non-binding statements explaining the school’s aims and values, the responsibilities of both school and parents, and what the school expects of pupils. Parents will be invited to sign a parental declaration, indicating that they understand and accept the contents of the agreement.

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Home/School Liaison Worker	A member of the staff of a school, part of whose work is to create a better understanding between home and school.
Home Tuition	Tuition for pupils at home arranged by the Authority in special circumstances.
HoD	Head of Department
HoY	Head of Year
HRBQ	Health Related Behaviour Questionnaire. A survey of pupils in years 2, 4, 6 and 10 that examines trends and issues pertaining to children and young people's health related behaviour.
HSC	Health and Safety Commission: The ruling body with direct contact with the Secretary of State. Makes proposals in the form of a consultative document, which is usually widely circulated and brought into law by Parliament.
HSE	Health and Safety Executive: Ensures suitable arrangements are made for the enforcement of the HASAW Act and other statutes. Is the enforcing authority for factories, industrial premises and local authorities, including schools through its Inspectorate.
H&S	Health and Safety
HT	Head teacher

'I'

IBP	Individual Behaviour Plan
ICO	Information Commissioner's Office
ICT	Information and Communication Technology
IEB	Interim Executive Board
IEP	Individual Education Plan (Special Educational Needs Term) – Programmes which are drawn up by the class teacher and/or special needs co-ordinator within a school to provide individual support for children deemed to have needs over and above that of other children in the class. This could be either due to learning difficulties or because they are considered to be exceptionally bright or gifted children.
IGCSE	International GCSE
IIP	Investors in People
ILP	Individual Learning Plan
ILS	Integrated Learning Systems (Teachers monitor pupils' work on computer via network)
IMD	Index of multiple deprivation used in Fischer Family Trust data: Pupils from areas of high IMD sometimes make less progress. This is categorised in a similar way to free school meals.
IMS	Information Management Services (or Information Management System)
Independent School	A school not maintained by an LEA and not in receipt of a direct grant from the DfE.
INSET	In-service Education and Training (for teachers)
Integrated Day	An arrangement of the school day in which the pattern is set by the flow of the children's interests rather than by a predetermined time table.
IoE	Institute of Education
IOG	Instrument of Government: The legal document outlining the composition of a school governing body

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IPC	International Primary Curriculum
ISA	Independent Safeguarding Authority
ISB	Individual Schools Budget: The sum which remains when all Exceptions have been subtracted from the Local General Schools Budget (LSB). This is then allocated to schools using the agreed formula.
ISCG	Information for School and College Governors
ISO	International Standards Organisation
ISR	Individual school range
ITE	Initial teacher education
ITT	Initial teacher training
IWB	Interactive Whiteboard

‘K’

K & U	Knowledge and Understanding
Key Stages	These are the five stages of pupils’ progress in acquiring knowledge and skills as set out in the National Curriculum. Pupils are tested at the end of each stage.
KS1	Key Stage 1 – Pupils aged 5 to 7
KS2	Key Stage 2 – Pupils aged 7 to 11
KS3	Key Stage 3 – Pupils aged 11 to 14
KS4	Key Stage 4 – Pupils aged 14 to 16
KS5	Key Stage 5 – Pupils aged 16+

‘L’

LA	Local Authority or Link Advisor
LACSEG	Local Authority Central Spend Equivalent Grant: Academies will receive a Local authority central spend equivalent grant (LACSEG) to cover the amount usually retained by the authority. The amount is calculated by the YPLA not the authority.
LBSW	Learning and Behavioural Support Worker
LAP	Lower Ability Pupils
Leadership Group	Headteacher, deputy heads, assistant heads, bursar and others as decided by the Headteacher and/or the governors.
Leading Edge	National network for high performing schools/
LEA	Local Education Authority
LEA Governor	Also known as LA Governor or Authority Governor: A person appointed to a school governing body by the Local Authority.
Level of Attainment	Under the National Curriculum these are an indication of the standard pupils can be expected to attain at a particular stage.
LGA	Local Government Association
Licensed Teacher	A teacher not holding UK teaching qualifications but with a licence granted by the Secretary of State allowing him/her to teach. The requirements for a licence are laid down in the Education (Teachers) Regulations 1989.
LIG	Leadership Incentive Grant: Grant available to strengthen leadership at all levels in secondary education.
Looked After	Term applied to any child looked after by the Local Authority whether by agreement with parents or through an Order.

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LSA	Learning Support Assistants
LSB	Local Schools Budget: The total annual expenditure on schools and LEA services. This was formerly known as the "Potential Schools Budget" (PSB).
LSC	Learning & Skills Council: A body established from April 2001 to coordinate and fund Post-16 Education and Training. The LSCs replace TECs and FEFC. From April 2002 they will be responsible for funding 6th form provision in LEA schools.
LSCB	The Solihull Local Safeguarding Children Board was created under the Children Act 2004. Strategically involved with the Solihull Partnership, they are the statutory body responsible for protecting children and young people up to the age of 18 at risk of significant harm.
LSU	Learning Support Unit
LT	Leadership Team

'M'

M&E	Monitoring and Evaluation
Maintained School	Any county or voluntary school maintained by the Authority including any maintained special school not established in a hospital.
Maintenance Allowance	Financial assistance which the LEA makes available to enable pupils to continue in full time education beyond the school leaving age.
Mandatory Award	A grant towards the cost of tuition and maintenance made by an LEA in accordance with national regulations, to a student attending a course which has been designated by the DCSF for this purpose.
MAT	Multi Academy Trust: A collaborative arrangement when multiple academies are governed by one Trust (the Members) and a board of Directors (the Governors)
MCT	Maths Curriculum Targets
Mentor	An experienced and trusted adviser. Mentors are used to support pupils (i.e. learning mentor) and also provide support to new governors (i.e. mentor governor).
MFG	Minimum Funding Guarantee
MFL	Modern Foreign Languages
MIS	Management information system
MLD	Moderate learning difficulties
MLE	Managed learning environment
MPR	Main pay range
Mixed Ability	A teaching group in which children of all abilities are taught together.

'N'

NAHT	National Association of Head Teachers
NAPTA	The National Association of Professional Teaching Assistants
NASBM	National Association of School Business Management
NASEN	Formerly the National Association of Special Educational Needs

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NASUWT	Formerly the National Association of Schoolmasters Union of Women Teachers
National College	National College for Teaching and Leadership
NC	National Curriculum: The curriculum, as laid down in the Education Act 1988 and subsequent Orders, to be followed by all state school pupils with the exception of disapplications.
NEET	Not in Education, Employment or Training
NGA	The National Governors' Association: An organisation which provides a national voice for governors and is based on local associations of governing bodies.
NgfL	National Grid for Learning
NHSP	National Healthy Schools Programme or Newborn Hearing Screening Programme
NHSS	National Healthy Schools Status
NLE	National Leaders of Education
NLG	National Leaders of Governance
NLS	National Literary Strategy
NNEB	National Nursery Examination Board
Non-Contact Days	Five days a year on which pupils do not attend school. Teachers use these days for training and report writing etc.
Non-Contact Time	Non-teaching time when teachers prepare lesson plans etc
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.
NOR	Numbers on roll
NQF	National Qualifications Framework
NQT	Newly Qualified Teacher
NSS	National support school
Nursery Education	Education provision for children aged 3 to 5
NUT	National Union of Teachers
NVQ	National Vocational Qualification

'O'

OCR	Ofsted childcare register or Formerly Oxford Cambridge and RSA Examinations
OEAP	Outdoor education advisors' panel
OFQUAL	Office of the Qualifications and Examinations Register – the regulator of examinations and qualifications.
OFSTED	Office for Standards in Education. A body set up to administer and oversee the arrangements for the inspection of schools.
OSC	Office of the Schools Commissioner
OTT	Overseas trained teacher
OTTP	Overseas trained teacher programme
Out of Area Pupils	Pupils being taught in a school maintained by one Authority whilst living in another Authority's area.

‘P’

PA	Persistent Absence
PAL	Planned Admission Level: the number of children planned to be admitted to a school. Used as a basis for determining admission appeals.
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.
PANDA	Performance and Assessment report. PANDAS have been developed with the collaboration of the DCFS and the QCA and have been sent to all schools in England. They are comprehensive sets of data which draw on inspection evidence, test and examination performance and teacher assessment results all set in the context of the school's socioeconomic environment . PANDAS let schools know how they are performing not only in comparison with national averages but also with other schools with similar characteristics.(see also RAISEonline)
Parent	Any person who has custody of a child or young person
Parent Governor	A parent of a child at a school elected as a member of the governing body by the parents of pupils registered at the school.
Parental Responsibility	All the rights, duties, powers, responsibilities and authority which by law the parent of a child has. Where a child's father and mother were not married to each other at the time of the birth the mother automatically assumes parental responsibility.
PAS	Psychology and Assessment
PAT	Professional Association of Teachers or can mean Pupil Achievement Tracker or can mean Portable Appliance Testing
PCC	Parochial Church Council
PE	Physical Education
PEP	Personal Education Plan
Performance Management	Headteachers and Teachers are subject to performance management reviews that agree objectives, monitor and appraise performance and respond to development needs.
Performance Threshold	National standard for teachers' performance, which determines pay progression.
Peripatetic Teacher	One who teaches in a number of schools, to give specialist instruction, eg in music.
PFI	Private Finance Initiative: A government initiative to promote partnership between the public and private sectors, and designed to encourage the use of private finance and expertise in the areas of spending which would normally fall under the heading of 'Capital'.
PGCE	Post Graduate Certificate in Education: a one year course enabling graduates to become qualified teachers.
PGR	Parent Governor Representative elected to serve on a local authority committee to report parents' views
PHE	Public Health England
PI	Performance Indicators
PLASC	Pupil Level Annual Schools Census
PM	Performance Management
PMLD	Profound and Multiple Learning Difficulties - Pupils with severe learning difficulties and other significant difficulties as physical difficulties, sensory impairment or a severe medical condition
PNS	Primary National Strategy
PPA	Planning, Preparation and Assessment – 10% guaranteed non-contact time for teachers

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PPE	Personal Protective Equipment at Work Regulations 1992. The minimum health and safety requirements for the use of personal protective equipment in the workplace. Includes all protective clothing
PPP	Public and Private Partnership
PPS	Parent partnership service
Programme of Study	The matters, skills and processes which are required to be taught to pupils of different abilities and maturities during each key stage of the National Curriculum
Prohibition Notice	Issued if an HSE Inspector is of the opinion that some person or will involve a risk of serious personal injury
Prohibited Steps Order	An order of the court which specifies any steps which cannot be taken without the consent of the court by a parent
PRP	Performance Related Pay
PRS	Pupil Referral Service: Service which advises on and educates pupils with behavioural problems and pupils who have been excluded from school.
PRU	Pupil Referral Unit
PSD	Personal, Social Development
PSED	Public Sector Equality Duty
PSE	Personal and Social Education
PSHCE	Personal, Social, Health and Citizenship Education
PSHE	Personal, Social and Health Education
PSHEE	Personal, Social, Health and Economic Education (January 2010)
PSVE	Personal, social and vocational education
PSP	Pastoral Support Programme for pupils at serious risk of permanent exclusion
PTA	Parent Teacher Association, organised by individual schools
PTA UK	National membership organisation for Parent Teacher Associations
PTR	Pupil Teacher Ratio – this is calculated by dividing the number of pupils in a school by the number of full-time equivalent teachers.
Pupil Premium	This money will go with eligible pupils to the school they attend, and have been distributed in addition to the underlying schools budget from 2011-12. 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.

‘Q’

QCA	Qualifications and Curriculum Authority
QCF	Qualifications and credit framework
QSF	Quality Standards Framework
QTS	Qualified Teacher Status
QUANGO	Quasi Autonomous Non-Governmental Organisation
Quorum	The minimum number of members present at a meeting before decisions can be made.

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‘R’

RAISEonline	Reporting and Analysis for Improvement through School Self Evaluation is the web-based system to disseminate school performance data to schools. RAISE Online is the replacement for the Ofsted Performance and Assessment (PANDA) report and the DfES Pupil Achievement Tracker (PAT)
RAP	Raising attainment plan
RBA	Raising boys' achievement
RC	Roman Catholic
RE	Religious Education
REC	Race Equality Council
Recoupment	The payment made between local education authorities for education provided to pupils with Special Educational Needs who live in the area of another authority. (see Extra District Charges)
Registered Pupils	Pupils registered at a particular school
Regulations	A statutory instrument laying out detailed legal requirements
Residence Order	An order of the court settling the arrangements as to the person with whom a child is to live
Residential Trip	Any trip which is arranged for registered pupils at any maintained school by or on behalf of the governing body or LEA which requires the pupils taking part to spend one or more nights away from their usual accommodation.
Resolution	A formal decision which has been proposed, seconded and agreed – not necessarily by a vote – at a meeting.
Revenue Expenditure	Spending on resources needed for the day-to-day running of any part of the service, as opposed to capital expenditure.
RI	A Registered Inspector who is authorised to lead a school inspection team
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Set out the legal obligations for reporting accidents and dangerous occurrences to the enforcing authority (the HSE).
RIPA	Regulation of Investigatory Powers Act
Risk Assessment	The main thrust of the Management of Health and Safety at Work Regulations 1999 requiring every employer to carry out a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work and the risks to non-employees to which they are exposed as a result of the work.
ROA	Record of Achievement: An outline of all of a pupil's achievements
RoSPA	Royal Society for the prevention of accidents
RPA	Raising the participation age
RTP	Registered Teacher Programme: This is a two year programme leading to Qualified Teacher Status for people who have completed two years of higher education and want to train as teachers while completing their degree.

‘S’

SACRE	Standing Advisory Council on Religious Education – local statutory body which advises on religious education and collective worship.
Safeguarding	Schools and governors have a responsibility for safeguarding children. This includes child protection, safer recruitment, CSE and other aspects of safeguarding.

SATs	Standard Attainment Tasks or Statutory Assessment Tests: Used to assess attainment at the end of the Key Stages of the National Curriculum
SCE	Supported Capital Expenditure. The Government's method of funding approved capital expenditure. SCEs are provided by two methods: SCE (R) i.e. Supported Capital Expenditure (Revenue) is provided in the form of a borrowing approval, and SCE (C) i.e. Supported Capital Expenditure (Capital) provided as a cash grant.
Scheme of Work	Any written document, other than a syllabus, describing the content and organisation of any course of study to be followed by pupils.
School Action	School Action (SA) is a level of support for pupils who are not making expected progress at school. It requires action to be taken to meet the child's learning difficulties. The teacher will work with the SENCO to support the child in class. Parents must be informed that their child may be considered to have SEN and is receiving school action support. Progress should be reviewed twice a year.
School Action Plus	School Action Plus (SA+) is used for pupils where SA has not helped them make adequate progress. The school will get advice and help from the local authority and/or other services, such as the health authority. Progress should be reviewed regularly. If the child is still not making progress, the school or parents may request an assessment that may give the child a statement of Special Educational Needs.
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). The school profile will be designed to give parents and students up to date and relevant information about a school. Performance data will be coupled with information provided by the school on its priorities and performance and their vision/ethos.
School Year	A school year runs from September until July and is made up of three terms (195 days). Of the 195 days the pupils must attend for 190.
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 head teachers, preferably in equal numbers.
SCITT	School-centred initial teacher training
SCR	Single Central Record
SDP	School Development Plan: A way of receiving and prioritising a school's activities in the context of national and local policies. Also provides strategies for efficient and effective management of the school.
SEAL	Social Emotional Aspects of Learning
Secondment	The release of staff on a temporary basis for work elsewhere.
Section 12 Notices (Section 13 Notices for Aided Schools)	Notices which must be displayed when an authority wishes to establish a new school, close an existing school or make a significant change in the character of an existing school.
Section 52 Information	The annual published information on school budgets and comparisons required under Section 52 of the School Standards and Framework Act 1998.
SEF	Self Evaluation Form
SEN	Special Education Needs: learning difficulties which call for special educational provision 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

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SEN Governor	A governor elected by the other members of the governing body to take a particular interest in the pupils with special education needs, sometimes called the inclusion governor.
SES	Socio-economic status
Setting	Internal school organisation where pupils are place in ability groups for certain subjects.
SFVS	The Schools Financial Value Standard (SFVS) is available to schools to use from September 2011. The SFVS replaces the Financial Management Standard in Schools (FMSiS). It is a means for governing body to assess its financial processes, capabilities and skills.
SGOSS	Formerly the School Governors' One Stop Shop
SIAS	School Improvement and Advisory Services
SIMS	Schools Information Management Systems – a computer package to assist schools in managing information on pupils, staff and resources.
SIP	School Improvement Plan: Formerly School Development Plan as above. SIP can also mean School Improvement Partner
SLA	Service Level Agreement: Describes each service offered by the LEA and what individual schools are entitled to receive. The SLA is a formal contract which includes the details of charges.
SLCN	Speech, Language and Communication Needs: Pupils with difficulties in understanding and/or making others understand information conveyed through language.
SLD	Severe Learning Difficulty - pupils with particular difficulties in learning to read, write, spell or manipulate numbers.
SLT	Senior Leadership Team – usually consists of Headteacher, deputy Headteacher and in secondary schools especially assistant Headteacher(s) and possibly other senior teachers. Also known as SMT – Senior Management Team.
SMART	(as in smart targets) Targets should be specific, measurable, achievable, realistic and time limited
SMSC	Spiritual, moral, social and cultural
SMT	Senior Management Team
SNA	Special Needs Assistant: a non-teaching assistant employed to support children with special needs.
SpLD	Specific Learning Difficulty - pupils with significant intellectual or cognitive impairments
SSA	Standard Spending Assessment see Formula Funding Share (FFS) or Special Support Assistant
SSAT	Specialist Schools and Academies Trust
SSFA	Schools Standards and Framework Act 1998
STA	Specialist Teaching Assistant or Standards and Testing Agency
Staff Complement	The number of staff who should be employed at the school as indicated by the number and age of the pupils on roll.
Staff Governor	Member of both the teaching and non-teaching staff elected by teaching and non-teaching staff.
Stakeholders	A person or group of people with an interest in a particular organisation or issue for example in the education community these people would be parents, governors, teaching staff, local businesses and Solihull Metropolitan Borough Council
Standard Number	All maintained schools have a standard number determined under the More Open Enrolment Provisions of the Education Reform Act 1988. Admission Authorities must set an admission limit for pupil entry which is not less than the standard number.
Standards Fund	The replacement for GEST. Government grants which are made available for specific initiatives and usually require match funding from LEAs

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Statement	A legal document produced following an assessment of a pupil's special educational needs. The statement outlines the child's needs and determines the special provision which has to be made.
Statemending	The procedure by which a child is formally assessed under the 1996 Education Act as having significant special educational needs
Statutory Functions	Functions conferred or imposed by a statutory instrument (law)
Statutory Instrument	Statutory Instruments are instructions and regulations about putting the detail of an Act into practice and have the force of the law.
STPCD	School Teachers' Pay and Conditions Document
STRB	School Teachers' Review Body – makes recommendations to the Secretary of State on teachers' pay
Streaming	Internal school organisation where pupils are placed in groups according to ability.
Subject Co-Ordinator	A teacher who leads a curriculum area e.g. English coordinator, sometimes called a Curriculum Leader
Supply Teacher	A teacher who works in a school on a temporary basis to cover a staffing difficulty

'T'

TA	Teaching Assistant
Temporary Governing Body	A school governing body set up to look after the interests of a proposed new school pending the opening of a new school.
Teaching School	School offering school-centred initial teacher training
TES	Traveller education service or Times Educational Supplement
Threshold	Performance Threshold – an extra pay rise offered to experienced teachers – individual applications are judged against a set of national performance standards set down by the DfE.
TLR	Teaching and Learning Responsibility – An additional payment that may be awarded to a classroom teacher for undertaking a sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning.
TNA	Training needs analysis
TOIL	Time off in lieu
ToR	Terms of Reference
Training Governor	Governor with responsibility for co-ordinating governor training.
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

'U'

UNISON	An amalgamation of the three Unions, NALGO, NUPE and COHSE
UPR	Upper Pay Range
UPS	Upper Pay Spine

‘V’

VA	Value Added: The progress schools help pupils make relative to their individual starting points – rather than looking at raw results VA 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.
VfM	Value for Money
Virement	The transfer of budget provision from one expenditure heading to another.
Voluntary Aided School	A school set up and owned by a voluntary body, usually a church body, largely financed through an LEA. The governing body employs the staff, and controls pupil admissions and religious education.
Voluntary Controlled School	A school set up by a voluntary body usually a church body (generally Church of England). Totally funded through an LEA. The LEA employs the staff.
VER	Voluntary Early Retirement
VLE	Virtual Learning Environment
Voice	A teaching unit

‘W’

Work Experience	This activity involves students undertaking real work tasks on employers’ premises. The experience is usually of no more than three weeks duration.
WFR	Workforce Reform
WRL	Work related learning

‘Y’

Young Person	A person over compulsory school age (16) who has not attained the age of 18.
Youth Service	Phrase used to denote a wide range of voluntary and statutory provision for the leisure time and social activities, education and recreation of young people between 14 and 21
YOT	Youth Offending Teams – Multi-disciplinary teams within the youth justice system which became operational on April 1st 2000. The teams aim to deliver a package of intervention to help prevent offending by an individual young person.