



St Ives School

USEFUL EDUCATIONAL TERMS AND ACRONYMS FOR SCHOOL GOVERNORS



A

Academies

Academies are publicly funded schools that operate independently of Local Authority control and are regulated directly by the Department for Education. They are 'all ability' schools. An academy's Funding Agreement sets out the details of the governance arrangements for each school.

Admissions code

All state schools are required to have admission procedures which meet the School Admissions Code. Where more students apply to be admitted to a school than the school has room for, its over-subscription criteria will be applied. All school must publish their admissions procedures which are reviewed annually.

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 union providing advice and support for Headteachers and school leaders.

Associate members (of Governing body)

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 student, 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 providing advice and support for education professionals.

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

Business Manager

The exact role of a Business Manager 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.

C

Capital expenditure

Spending on projects, improvements, and extensions to the school

Community governor

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

Competitive tendering

Obtaining quotes or tenders from alternative suppliers before awarding contracts

CPD

Continuous Professional Development for school staff or governors

D

DDA

Disability Discrimination Act

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.

DfE

Department for Education – the government department responsible for schools and children.

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 for a full time teacher.

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 Local Authority's funding formula.

E

EAL

English as an Additional Language: a student for whom English is not their first language.

EFA

Education Funding Agency. It is responsible for all revenue and capital funding for schools.

EHC

Education, health and care plans - the document which replaced statements of SEND for children and young people with special educational needs.

EWO

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

Exclusion

The temporary (fixed term exclusion) or permanent removal of a student 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.

F

Form of entry

The number of classes that a school admits each year.

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 and are on a low income.

G**GCSE**

General Certificate of Secondary Education.

H**HLTA**

Higher Level Teaching Assistant.

HMCI

Her Majesty's Chief Inspector of Schools.

HMI

Her Majesty's Inspector (Ofsted inspector).

HSE

Health and Safety Executive.

I**IEP**

Individual Education Plan for pupils with special educational needs.

IGCSE

International GCSE.

INSET

In-Service Education and Training – training days for practising teachers and other school staff. A school has 5 INSET days each academic year on dates set by the school.

K**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.

L

Local Authority (LA)

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

Local Authority Central Spend Equivalent Grant (LACSEG)

The funding academies receive to meet their additional responsibilities.

M

MAT

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

Mixed ability

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

N

NAHT

National Association of Head Teachers - a headteacher union providing advice and support to Headteachers and school leaders.

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.

National Governors' Association (NGA)

The national membership organisation for school governors

Non-teaching (Support) Staff

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

NPQH

National Professional Qualification for Headship. All Headteachers must have completed the NPQH.

NQT

Newly Qualified Teacher.

NUT

National Union of Teachers - a teaching union.



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.



PAN

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

school.

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.

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 which is used by teachers to plan and prepare lessons and resources for learning and to assess student learning and progress.

PRU

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

Pupil Premium

This money is provided to schools to remove barriers and disadvantage for eligible students. The funding is allocated to the school to improve the progress and achievement of students eligible for FSM, in care, or who have parents in the armed forces.

Q

QTS

Qualified Teacher Status.

Quorum

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

R

RAISEonline

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

S

SACRE

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

School Census

A statutory return which takes place during the autumn, spring and summer terms. Maintained schools and academies must 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 is made.

SENDCO

SEND Co-ordinator – the teacher responsible for co-ordinating and leading SEND provision in the school.

Setting

A system of organising pupils into ability groups for particular subjects.

SIMS

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

Special school

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

T

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 to lead teaching and learning.

U**UNISON**

Union of Public Employees.

V**Value Added (VA)**

The additional progress schools help students 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 students' current attainment.

W**Work experience**

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

Y**Young Carer**

A young carer is anyone under 18 years of age who helps to look after a family member who may be disabled, physically or mentally ill or unable to care for themselves for other reasons.