



WIRRAL

**GOVERNORS' GUIDE TO
EDUCATIONAL TERMS &
ABBREVIATIONS**

GOVERNOR SUPPORT SERVICE

**Children & Young People's
Department**



2002-2003
Community Legal Services
2003-2004
Transforming Secondary Education
Child & Adolescent Mental Health Services
2006-2007
Positive Youth Engagement

INTRODUCTION

The purpose of this booklet is to briefly outline the meaning of terms and abbreviations that governors are likely to encounter at their own meetings, when reading educational papers or on visits to schools.

The list is not exhaustive (it is doubtful if this could ever be achieved!), nor are descriptions intended as legal definitions but rather as a general guide for governors. However, within these limits it is hoped that the information provided will help you in negotiating the often perplexing language of the educational world.

Should you come across any terms/abbreviations not covered here, then do not hesitate to use the Governors' Helpline for further assistance or speak to the Headteacher of your school.

Howard Cooper
Director of Children's Services

A

Ability Grouping

Method of assigning pupils to classes or groups according to particular abilities.

A Levels

Advanced level General Certificate of Education usually taken at age 18.

Academic Year

Means a period of 12 months beginning on 1 September unless the school has a term beginning in August in which case it means a period of 12 months beginning on 1 August.

Academies

A type of school that brings a distinctive approach to school leadership drawing on the skills of sponsors and other supporters. They give Principals and staff new opportunities to develop educational strategies to raise standards and contribute to diversity in areas of disadvantage.

ACAS

Advisory, Conciliation & Arbitration Service.

ACE

Advisory Centre for Education : An advisory service for parents and others.
(1b Aberdeen Studios, 22-24 Highbury Grove, London N5 2DQ, Tel. 0207 354 8318).

ACPC

Area Child Protection Committee.

ACS

Average class size.

Action Plan

A plan which must be prepared by a governing body within 40 days of receiving an OFSTED inspection report in response to the inspectors' key issues.

ADHD

Attention Deficit Hyperactive Disorder.

Admissions Authority

Local Authorities (LAs) are admissions authorities with responsibility for admissions to community and voluntary controlled schools. Schools that handle their own pupil applications are also admissions authorities. They send out information about the school and pupil application forms, giving a deadline for receipt.

Admission Criteria

The method of allocating places to schools which are over-subscribed and where it is not possible to meet all parental preferences.

Admission Limit

See Standard Number.

AEN

Additional Educational Needs.

AfL

Assessment for Learning.

Agenda

Programme of items of business to be dealt with at a meeting.

Aggregated Schools' Budget

Proportion of the General Schools Budget which the LA delegates to schools via formula funding.

AGOG

Advisory Group on Governance.

Agreed Syllabus

A syllabus of religious education that is not specific to one religion adopted by an LA for teaching in community and controlled schools. The course is developed by the SACRE (see below).

ALIS

A Level Indicator System.

All Ability Schools

Those secondary schools that do not select their entry by examination at 11.

AMP

Asset Management Plan.

Ancillary Staff

Non-teaching staff of the school who assist in its everyday running, for instance midday supervisory staff, technicians, caretakers etc.

AO

Administrative Officer.

A.O.B.

Any other business.

APA

Annual Performance Assessment (of LA and Social Services).

APP

Assessing Pupils' Progress.

Appeals

Under the Education Acts, parents have the right to appeal against certain decisions relating to the allocation of places at over-subscribed schools, assessments for secondary education, special educational provision and exclusions from school.

Appraisal

A review of an employee's performance, especially for the purposes of staff development.

APR

Age Participation Rate.

APT&C

Administrative, Professional, Technical and Clerical.

AQA

Assessment and Qualifications Alliance.

ARA

Assessment and Reporting Arrangements.

ARC

Annual Review Cycle.

AS

Advanced Supplementary. A single subject examination, taken by sixth formers. Of equal standard to 'A' level but with only half the content.

AS

Asperger's Syndrome.

ASB

Aggregated Schools Budget.

ASCL

Association of School and College Leaders.

ASD

Autism Spectrum Disorder.

ASPECT

Association of Professionals in Education and Children's Trusts.

Associate Member

A person who is appointed by the governing body as a member of a committee established by it, but who is not a governor.

AST

Advanced Skills Teacher.

'At Risk' Register

A register of children identified by schools, in consultation with Social Services, as being, or possibly being, in danger of physical or sexual abuse or mental cruelty within their families.

Attainment Targets (ATs)

The knowledge, skills and understanding which pupils of differing ability and maturity are expected to have by the end of each Key Stage of the National Curriculum.

Attendance Order

If parents fail to ensure that their child receives suitable full-time education, an LA can issue an order requiring the parents to send the child to a named school.

Attention Deficit Disorder (ADD)

A SEN condition which affects behaviour.

ATs

Attainment Targets.

ATL

Association of Teachers and Lecturers.

Audit

The checking (and certifying) of financial accounts to ensure that funds have been correctly used and administered.

Audit Commission

Independent body set up by Government to monitor the use of funds by local authorities and certain other bodies.

Aural Test

Spoken questions requiring a response which indicates that the pupil has heard and understood. Another meaning: a diagnostic test of hearing.

Authorised Absence

Absence approved by the headteacher. Being ill or attending a medical appointment, short family holiday (total of two weeks/yr) are the only other times the child can be absent from school without prior approval.

Autism

An SEN condition. Autistic children may not be able to communicate, form relationships or take notice of the world around them.

AVA

Audio Visual Aids.

Average

The score obtained by totaling a set of individual scores and dividing by the number of scores. The number 100 is used by many standardized tests. Thus a score below 100 indicates a below average attainment and over 100, above average.

Awards

Payments by the LA to students following certain higher and further education courses. These can be "mandatory" (e.g. for first degree and teacher training courses), or "discretionary" (e.g. for students following approved courses at local colleges of further education). Payments are usually related to parents' income.

AWPU

Age Weighted Pupil Unit. The number of units calculated for each school on the number of pupils and their ages, which largely determines the size of the school's budget.

B

Banding

A method used by some secondary schools for allocating pupils by ability to teaching groups. Each "band" consists of two or more groups following similar timetables.

Baseline Assessment

An assessment of a child's skills and abilities usually made by a teacher within the first seven weeks of starting primary school.

Basic Skills

Traditionally the three Rs – reading, writing and arithmetic.

BDA

British Dyslexia Association.

BECTA

British Educational Communication and Technology Agency.

Behaviour Support Plan

A statement that sets out local arrangements for schools and other service providers for the education of children with behavioural difficulties.

Benchmarking

A key piece of data that gives guidance to schools when complying with their statutory requirements to set targets. Such data will cover information about similar schools nationally and locally.

BESD

Behaviour, Emotional and Social Difficulties.

BEST

Behaviour in Education Support Team.

Best Value

A set of principles to promote value for money and service efficiency.

BIP

Behaviour Improvement Programme.

Block Timetabling

Arrangements whereby a number of classes/forms take a subject simultaneously.

B/ME

Black and Minority Ethnic.

Brain Gym

Brain Gym is an educational, movement based programme which uses simple movements to integrate the whole brain, senses and body. It can be used to help improve a wide range of learning, attention and behaviour skills.

BSF

Building Schools for the Future.

BTEC

Business and Technology Education Council. A national body offering vocational qualifications for students aged 16+ in subjects such as business, engineering and construction.

Budget Share

The school's share of the money made available to schools.

Buy Back

Provision for schools to use part of their delegated budget to purchase previously purchased services from the LA.

BVI

Blind and Visually Impaired.

C**C&G**

City and Guilds of London Institute. An examining body for vocational courses, mainly in further education colleges.

CAF

Common Assessment Framework.

CAFCASS

Children and Family Court Advisory and Support Service.

Campus

A site on which a number of services are gathered – school clinic, public library etc. Also the arrangement by which a number of educational provisions eg Youth Club, Adult Centre, are grouped under a Head of Campus (usually the school head) for administrative purposes. Term also used of University colleges.

Capability Procedure

A procedure aimed at providing guidelines for staff facing problems of performance, and who, as a result of lack of skills, absenteeism or for health reasons, are unable to perform their full range of duties. It is not a disciplinary procedure, but is designed to help employees become effective again.

Capital Expenditure

Spending on building projects and large items of equipment above a designated value.

CAS

Controls Assurance Statement.

Cascade

A method of In-Service Training. A few who are trained then go on to train others, who in their turn train others. It is used for governor and teacher training. Not seen as effective.

CaSE

Campaign for State Education.

Casting Vote

A vote cast by a chairperson when there is an equal number of votes for and against a motion. A casting vote cannot be used in making appointments for the posts of Headteacher or Deputy Headteacher.

CAT

Cognitive Ability Test.

Catchment Area

A defined geographical area from which a school takes its pupils.

CCT

Compulsory Competitive Tendering.

CD ROM

Compact disc read-only-memory. Up to 250,000 printed pages and all types of visual material with sound may be stored on a five-inch disc.

CDT

Craft, design and technology.

CE

Church of England.

CERA

Capital Expenditure from the Revenue Account.

CEO

Chief Education Officer.

CET

Continuing Education and Training.

CFR

Consistent Financial Reporting. The requirement for all schools to report their income and expenditure against a standard set of headings.

Charges

Charges to parents for pupils' activities outside school hours if these are not needed for an exam syllabus or the National Curriculum. Charges can be made for individual music tuition in school hours and for board and lodgings on residential field trips.

Child-Centred Learning

The focus is on the individual child's own development, interests and needs rather than on the subject matter.

Child Protection Register

A central register maintained by a social services department which lists children in an area who are considered to be suffering from, or likely to suffer from, harm and for whom there is a child protection plan.

Children's Trusts

These integrate local education, social care and some health services for children and young people.

CIC

Children in Care.

CIN

Children in Need.

CIPFA

Chartered Institute of Public Finance and Accountancy.

Circular

Policy statement issued by the DCSF to explain, interpret and give guidance about legislation.

City Academy

The city academy programme for new secondary schools is arguably one of the government's most controversial education policies because it hands power and influence to private sector sponsors who may have no track record in education.

City Technology College (CTC)

Independent all ability non-fee-paying schools for pupils aged 11-18. CTCs teach the national curriculum to pre 16 year-olds with a focus on Science, Mathematics and Technology. They offer a wide range of vocational qualifications and part of their role is to innovate in the development, management and delivery of the curriculum.

CLAIT

Computer Literacy and Information Technology.

Class Size

The Secretary of State has powers to set limits for the maximum size of infant classes for children aged five to seven in maintained schools (thirty or under for when the new class was created).

Classroom Assistant

Person employed to help teachers with individual children, or groups of children.

CLC

City Learning Centre.

CLEA

Council of Local Education Authorities. A forum in which LAs discuss their common interests, sometimes in company with ministers and officials of the DCSF.

Clerk to the Governing Body

Person appointed to carry out administrative duties for the governing body, such as preparing an agenda, minuting meetings and dealing with correspondence. Advises the governing body on legal and procedural matters.

Cluster

A group of schools working together, perhaps on curriculum e.g. a consortium of secondary schools sharing 16+ courses.

CNAA

Council for National Academic Awards.

Code of Practice

The way to carry something through. The expression is commonly used to refer to the specific Code of Practice giving guidance to schools and LAs on the implementation of the Special Needs requirements of the Education Act 1996.

Cohort

A body of pupils entering a school in any one year.

Collective Worship

A daily act of worship which all schools must provide and which, by law, must be wholly or broadly of a Christian character unless exemption had been applied for. Parents have the right to withdraw their children from collective worship.

Committee

It is a statutory obligation for governing bodies to have certain committees, but beyond this they can appoint what committees they wish. Committees are different from working groups and working parties in that the governing body delegates to them the power to make decisions on its behalf.

Common Pay Spine

Common pay spine setting levels of pay for teachers subject to change with yearly pay increases.

Community Governor

A person appointed as a governor, who lives or works in the community served by the school or, in the opinion of the governing body, a person who is committed to the good government and success of the school.

Community School

A state school in England and Wales which is wholly owned and maintained by the LA.

Community Special School

A state school in England and Wales which is wholly owned and maintained by the LA providing for pupils with Special Educational Needs (SEN).

Competitive Tendering

Obtaining quotes or tenders from alternative suppliers before awarding contracts.

Comprehensive School

A school designed to educate children from the whole range of ability.

Compulsory School Age

Unless children are being educated at home, school attendance is compulsory between the ages of five and sixteen.

Connexions

Service that provides a single point of access for all 13-19 year olds to help them prepare for the transition to work and adult life.

Contingency Fund

Money set aside to meet unexpected demands.

Continuing Education

Belief that education is a life-long experience gained through formal and informal teaching.

Continuous Assessment

A method of assessment based on selected pieces of work undertaken during the course rather than only on examination results.

Core Curriculum

The National Curriculum subjects that every child must study throughout the period of compulsory schooling, namely English, Mathematics and Science.

Corporal Punishment

The physical punishment of pupils.

Corporate Body

Any decisions or policies are taken or agreed by the whole governing body or by a committee empowered to act on the governing body's behalf.

COSHH

Control of Substances Hazardous to Health.

CP

Child Protection.

CPA

Comprehensive Performance Assessment.

CPD

Continuing Professional Development.

CRB

Criminal Records Bureau.

CRE

Commission for Racial Equality.

Critical Friend

Governors are critical friends to governing bodies – monitoring, supporting, challenging and evaluating.

Cross Curricular

Studies that cross traditional subject boundaries such as health education, citizenship and environmental education.

CSCI

Commission for Social Care Inspection.

CSP

Community Safety Partnership.

CTC

See City Technology College.

Current Expenditure

Spending on the day-to-day running of schools, including staff costs, heating and lighting, consumables etc; sometimes also called recurrent expenditure.

Curriculum

All activities designed to promote the spiritual, moral, cultural, mental and physical development of pupils, and to prepare them for the opportunities and experiences of adult life and society.

CVA

Contextual Value Added.

CWDC

Children's Workforce Development Council.

CYPD

Children and Young People's Department.

CYPP

Children and Young People's Plan.

D**DAAT**

Drugs and Alcohol Team.

D&T

Design and Technology.

DCLG

Department for Communities and Local Government.

DCSF

Department for Children, Schools and Families. The Government Department responsible for national education policy, planning and finance.

DDA

Disability Discrimination Act.

Dedicated Schools Grant

A ring-fenced grant for schools paid by the DCSF to each local authority.

Delegated Budget

Maintained schools have a budget share calculated on the basis of a formula, and the right to spend this budget share is normally delegated to the school's governing body.

Delegated Powers

Authority given to a committee or the Headteacher to take action on behalf of the governing body.

Devolved Funding

Funding that has been allocated for a specific purpose and can only be spent on that purpose e.g. Standards Fund.

DFCG

Devolved Formula Capital Grant.

DHI

Deaf and Hearing Impaired.

Differentiation

The organisation of teaching programmes and methods specifically to suit the age, ability and aptitudes of individual children.

Director of Children's Services

The Chief Officer of Wirral LA.

Directed Time

Time when a teacher must be available to carry out duties under the direction of the Head. As well as teaching time it covers duties such as attending staff meetings and parent evenings, and taking part in training activities. A full-time teacher's directed time amounts to a maximum of 1265 hours in any one school year.

Disapplication

Term used where parts of the National Curriculum requirements are lifted or modified in relation to a pupil in specified cases or circumstances.

Disciplinary Procedure

A formal procedure that is followed when an employee's conduct or performance is unsatisfactory.

District Auditor

An official appointed by the Audit Commission, responsible for monitoring the financial performance of local government in a specific area of the country.

DIUS

Department for Innovation, Universities and Skills.

DMT

Departmental Management Team.

DSG

Dedicated Schools Grant – ring fenced grant for schools paid by the DCSF to each LA.

DTI

Department of Trade & Industry.

**EA**

External Adviser.

EAB

Examinations Appeals Board.

EAL

English as an Additional Language.

Early Years Development and Childcare Partnership

Plans education locally for children below compulsory school age, and childcare for children from 0 to 14 years. One Partnership in each LA area draws up a plan each year, which explains what local early education and childcare services will be provided and includes a list of all local providers of free early education.

EAZ

Education Action Zone.

EBD

Emotional and behavioural difficulty.

ECM

Every Child Matters.

Education Business Partnership

A limited company with representatives from education and local business. Aims to strengthen and promote the partnership by working closely together to ensure a proper understanding of respective needs.

Education Association

A body appointed by the Secretary of State to assume responsibility (in place of the governing body) for the management of a school identified as "failing" by an OFSTED inspection, and where action by the governors and the LA has been judged unsuccessful.

EDP - Education Development Plan

The Schools Standards and Framework Act 1998 requires every LA to prepare an Education Development Plan. The plan must consist of proposals for developing the provision of education for children in the LA area by raising the standards of education provided for children and improving the performance of schools. The proposals should cover all pupils of compulsory school age in maintained schools in the LA area.

Education (School Premises) Regulations

Standards laid down by the DCSF that determine the specification of school buildings and sites.

Educational Psychology Service

Provides professional support and advice to schools and parents concerning children with special educational needs (SEN).

EFL

English as a Foreign Language.

EFSS

Education Formula Spending Share.

EIP

Education Improvement Partnership.

ELS

Early Learning Skills.

EMAG

Ethnic Minority Achievement Grant.

EOC / EOP

Equal Opportunities Commission/Equal Opportunities Policy.

EP

Educational Psychologist.

EPA

Education Priority Areas.

Equal Opportunities

The promotion of equal opportunities for all pupils and employees irrespective of age, gender, religion, race, nationality or disability.

ERA

Education Reform Act.

ESL (EAL)

English as a second language.

ESO

Education Supervision Order. A court order relating to school attendance.

ESRA

Extended School Remodelling Adviser.

ESWS

Education Social Welfare Service. An LA officer who works closely with schools and visits homes to deal with attendance problems and other welfare matters.

EWO

Education Welfare Officer.

Exclusion

The temporary or permanent banning of a pupil from school.

Ex-officio

Someone who is automatically able to attend meetings by virtue of the office they hold.

Extended School

A school that provides a range of services and activities often beyond the school day to help meet the needs of its pupils, their families and the wider community.

EY&CS

Early Years and Childcare Service.

EYDP

Early Years Development Plan.

EYDCP

Early Years Development and Childcare Partnership.

F**Failing School**

A school found by an Ofsted inspection team to be failing to give its pupils an acceptable standard of education.

Fair Funding

The term that describes the system of funding for schools introduced in April 1999 which sets the framework for the financial relationship between schools and LAs.

Fast Track Teacher

A number of trainee teachers who it is considered have exceptional promise, are employed from universities on a special scheme that is expected to see them gain rapid promotion.

Federation of Governing Bodies

The coming together under one governing body of not more than 5 maintained schools.

Feeder School

A school which transfers pupils to another school, e.g. a junior school “feeding” a secondary school.

FFT

Fischer Family Trust (providing data analysis to LA’s and schools).

FMS

Financial Management System. Accounts software package.

FMSiS

Financial Management Standards in Schools.

FOIA

Freedom of Information Act.

Form of Entry (FE)

The number of forms or classes that a school admits each year, thus indicating its size. For planning purposes a form of entry is regarded as 30 pupils.

Form 7

DCSF form sent to every school each January to collect statistical information about the number of teachers employed, the number of children in each age group, the organisation of classes, etc.

Formula Funding

The method by which funds for school budgets are calculated (The most important factor is the number of pupils).

Foundation Body

The original organisation or group responsible for establishing a voluntary school.

Foundation Governor

A governor appointed by the foundation body of a Voluntary school.

Foundation School

A type of state school run by the local authority that has more freedom than a community school to manage itself and decide on its own admissions. The governing body is the employer and the admissions authority. The school's land and buildings are either owned by the governing body or by a charitable foundation – Funding comes from the LA, which also pays for any building work.

Foundation Stage

Covers education provided from 3 years old to the end of Reception Year.

Fresh Start School

The re-opening of a school closed after found to be failing.

FSES

Full Service Extended School.

FSM

Free School Meals.

FTE

Full-time equivalent. When staff or pupils are part-time they may be counted as a fraction of a full-time employee or pupil.

Further Education (FE)

Part-time or full-time education, often with a vocational emphasis, provided in colleges for students normally over the age of 16.

G**General Certificate of Secondary Education (GCSE)**

A system of public examinations for 16 year olds, based on national criteria.

General Teaching Council (GTC)

The professional body for school teachers.

G&T

Gifted and Talented.

GNVQ

General National Vocational Qualification.

Governors

People appointed or elected to act as members of a body set up to exercise general oversight of the conduct and curriculum of a school or college.

GovernorLine

GovernorLine is the professional helpline offering email and telephone support across all aspects of school life, to school governors, clerks and individuals involved directly in school governance in England. www.governorline.info Tel. Freephone 08000 722 181.

GovernorNet

A website providing up-to-date information on all aspects of school governance.
www.governornet.co.uk

Grammar School

Secondary school to which pupils are admitted on the basis of selection according to ability. Sometimes referred to as Selective School.

Grants

(See Awards).

Grievance Procedure

A formal procedure for resolving a dispute between an employee and his or her manager/employer.

Group (of a school)

Every school is placed in a group according to a 'unit total' calculated by the number of children on the school roll, in age groups, as shown on Form 7 in January. The Group of the school indicates the range of the salary scale of the Head and Deputy Head(s).

Guide to the Law

School Governors' "A Guide to the Law". A DCSF guide explaining what governors' legal responsibilities are and how these fit in with the responsibilities of the head, and the LA. The guide aims to give a clear explanation of what the law says and how it affects governors. Every governor should have a copy of this guide.

GTC

General Teaching Council.

H

HASAW

Health and Safety at Work.

Headteacher's Report

The headteacher writes a report to the governing body at least once a term. The report should cover progress on the School Development Plan, staffing issues, resources, Health & Safety, finance, SAT's results, school visits.

HI

Hearing Impaired.

Higher Education (HE)

Education beyond "A" level, or its equivalent, provided mainly in Universities and Colleges of Higher Education.

HIP

Headship Induction Programme.

HLTA

Higher Level Teaching Assistant

HMCI

Her Majesty's Chief Inspector.

HMI

Her Majesty's Inspector.

HMSO

Her Majesty's Stationery Office.

H & S

Health and Safety.

HOD

Head of Department.

Home-School Agreement

All state schools are required to have written home-school agreements. They are non-binding statements setting out respective rights and responsibilities of parents and schools to be drawn up by the governing body.

HOY

Head of Year.

HR

Human Resources

HSE

Health & Safety Executive.

Humanities

Non-scientific and non-technical subjects eg English, Geography, History, Languages, RE.

I**IAS**

Inspection advisory Service.

ICT

Information and Communication Technology.

ICS

Integrated Children's Services.

IDeA

Improvement and Development Agency.

IEB

Interim Executive Board. Temporary board of governors appointed by the Secretary of State for Children, Schools and Families or the LA to replace the governing body of a failing school.

IEP

Individual Education Plan. A teaching programme for children with special educational needs that is put into place by the school and reviewed regularly.

IiP

Investors in People.

IMS

Information Management System.

Inclusion

Educating all children, including those with special educational needs, in mainstream schools.

Increments

Process by which individuals move through their salary scale until they reach top of scale.

Independent School

Any school which provides full time education for 5 or more pupils of compulsory school age, which is not maintained by an LA or a non-maintained special school.

Individual Education Plan (IEP)

A set of short term learning targets set down for a child with special educational needs.

Individual Schools Budget

The total amount budgeted by an LA for the delegated budgets of all the schools it maintains.

Induction Year

The first year of teaching for newly qualified teachers (NQT). Following successful completion the teacher is awarded Qualified Teacher Status (QTS).

Information Commissioner

The independent body set up to oversee and enforce the Freedom of Information Act, and the Data Protection Act –

<http://www.informationcommissioner.gov.uk/noticetoschools.html>

"In Loco Parentis"

Literally '*In the place of a parent*'. Usually interpreted as meaning that a teacher must show the same duty of care towards a pupil as would a *reasonable* parent.

INSET

In-Service Education and Training. Courses and other activities for teachers run by LAs or other organizations.

Instrument of Government

Legal document that sets out the constitution of a governing body.

Integration

Normally refers to the education in mainstream schools of children with special needs.

IPF

Institute of Public Finance.

IQ

Intelligence Quotient.

ISA

Information Sharing and Assessment.

ISB

Individual Schools Budget – the total amount of money the LA has to distribute directly to schools after paying for central services.

ISCG

Institute for School and College Governors.

ISP

Intensifying Support Programme – a primary national strategy support programme.

ISPSB

Individually Statemented Pupil Support Budget.

ISR

Individual School Range – categorising of a school according to size and type, used in calculating the salary level of a headteacher.

IT

Information Technology.

ITT

Initial Teacher Training.

J**JAR**

Joint Area Review.

JAT

Joint Access Team.

JCC

Joint Consultative Committee.

JEB

Joint Examining Board.

K

Key Skills Project

A programme to identify strategies for improving quality teaching and learning in the areas of literacy and numeracy in both primary and secondary phases.

Key Stages (KS)

The four stages of pupils' progress as set out in the National Curriculum. Key Stage 1 where the majority of pupils are aged 5 to 7, Key Stage 2 where the majority of pupils are aged 8 to 11, Key Stage 3 where the majority of children are aged 12 to 14, and Key Stage 4 where the majority of pupils are aged 15 to 16.

KSWPU

Key Stage Weighted Pupil Unit. Every age group has a particular weighting e.g. KS1 = 1.000 that is built into the local formula to deliver a level of resource related to that age group's needs. So KSWPUs are the total result of multiplying the number of pupils in each age group by the appropriate Key Stage weighting. Some LAs use different weightings within the key stages (AWPUs).

L

L1 to L43

Leadership Group Spine (School Teachers' Pay & Conditions).

LA

Local Authority (in England).

LAA

Local Area Agreement.

LA Budget

The amount budgeted by the LA for administration and support services, as opposed to pupil provision.

LACES

Looked After Children Educational Support.

LADO

Local Authority Designated Officer –to whom child protection cases involving allegations against school staff and volunteers must be referred.

Lay Inspector

Every school inspection team must have one. Lay inspectors must have no paid experience of teaching or managing a school, but are fully trained to take part in inspections. A governor can be a lay inspector.

Lay Member

A member appointed to a panel hearing appeals against non-admission or exclusion, being a person without personal experience in managing or providing education in any school (other than as a governor or on a voluntary basis).

LEA Governor

A person appointed as a governor by the LA (political party).

Learning Difficulty

The inability to acquire new skills at the same rate as the majority of children of the same age.

Learning Support Service

A system operated by Wirral which provides a central team of specialist teachers to help and advise schools on children with learning difficulties, including vision and hearing impairment.

Level Descriptions

Describe attainment at the end of each Key Stage.

LFM

Local Financial Management.

LGA

Local Government Association.

LI

Language Impairment.

Licensed Teacher

Someone aged over 26 who has specified qualifications and who must complete a period of school-based training before becoming a fully qualified teacher.

Link Course

A part-time college course for secondary school pupils usually in their final year, organised jointly by the school and a college of further education.

LMS

Local Management of Schools.

LMSS

Local Management of Special Schools.

LP

Lead Professional.

LPSA

Local Public Service Agreement.

LPSH

Leadership Programme for Serving Headteachers.

LSA

Learning Support Assistant.

LSC

Learning and Skills Council.

LSCB

Local Safeguarding Children Board.

M

MA

Management Allowance. An additional sum of money paid as a supplement to a teacher's basic salary, generally in recognition of additional duties or special responsibilities within the school.

Mainstream School

A maintained school that is not a special school.

Maintained School

A state school which is either maintained and financed by a local education authority, or is financed from other public funds, and which offers free education.

Maintained Nursery School (MNS)

A school providing education for children from 3 to 5, maintained by the LA.

MDA/MDS

Mid-day Supervisory Assistant.

Mentor

One who assists, supports and advises professional development. Recently extended to include support of individual secondary school pupils.

MFG

Minimum Funding Guarantee.

Mission Statement

This gives an organisation a sense of purpose and direction.

Mixed Ability

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

MLD

Moderate learning difficulties.

MNS

Maintained Nursery School.

Moderation

Checking the results of assessments and examinations by independent external assessors, or by teachers comparing assessments.

Modular Course

A course comprising a number of parts or modules.

Multicultural Education

Education designed to ensure that all children have a proper understanding of the multicultural nature of their society.

N**NAA**

National Assessment Agency.

NAGM

National Association of Governors and Managers. An independent voluntary organisation run by governors.

NAHT

National Association of Head Teachers.

NASEN

National Association for Special Educational Needs.

NAS/UWT

National Association of Schoolmasters/Union of Women Teachers.

National Curriculum (NC)

The programmes of study laid down by law for all pupils aged from 5 to 16 in state maintained schools.

National Grid for Learning (NGFL)

Inter-connecting services based on the internet. www.ngfl.com

National Targets for Education and Training

Agreed objectives set by the Government for measuring participation in the vocational education and training system and for raising achievement levels in academic and vocational education.

NBA

National Bursars' Association.

NCOGS

National Co-ordinators of Governor Services.

NCPTA

National Confederation of Parent-Teacher Associations.

NCSL

National College for School Leadership.

NCVQ

National Council for Vocational Qualifications (*See also GNVQ*).

NEET

Not in education, employment or training.

NFER

National Foundation for Educational Research.

NFF

National Funding Formula.

NGA

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. Inter-connecting education services based on the internet.

Non-teaching Staff

Members of school staff employed by the governors to provide services in a school other than teaching, such as classroom assistants, cleaners and school secretaries.

NOR

Number of pupils on Roll.

NPQH

National Professional Qualification for Headship. It is mandatory for all first-time Headteachers appointed to a post in the maintained sector to hold the NPQH.

NPS

National Primary Strategy

NQT

Newly Qualified Teacher.

NRA

National Record of Achievement. Required for all children leaving school, containing a record of a pupil's achievements in and out of school.

NRF

Neighbourhood Renewal Fund.

NRT

National Remodelling Team.

NRWS

New Relationship with schools.

NSIG

National Service Improvement Group.

Nursery Education

Education provided on a full or part-time basis for children aged from 3-5 years. It may be provided in nursery schools, or in nursery classes or units attached to infant or primary schools.

NUT

National Union of Teachers.

Nutritional Standards

Minimum standards for school lunches which the Secretary of State will set.

NVQ

National Vocational Qualification

O**OFQUAL**

Office of the Qualifications and Examinations Regulator.

OFSTED

Office for Standards in Education, Children's Services and Skills. A national body set up to monitor the standards of education in schools in England and Wales. Required to inspect all schools in England and to publish its findings.

Ombudsman

The Local Ombudsman (or Commissioner for Local Administration) responsible for investigating complaints about maladministration by local authorities.

On-costs

The contribution which an employer has to make to cover superannuation and National Insurance costs.

Open Enrolment

Parental choice of school.

Open Plan

A school building in which most, or all, of the teaching area is open (i.e. without internal walls), enabling a flexible use of space and grouping of pupils.

Options

Normally refers to the choices which pupils make at the end of Year 9 (i.e. aged 14) about the subjects they wish to study in the following two years.

Outreach

Provision of expert help in another setting e.g. staff from special schools offering a service to mainstream schools.

Outturn

Statement of what the school actually spent by the end of the financial year.

P**PAN**

Planned Admissions Number.

Parent Governor

A parent elected by other parents of children at a school to serve on the governing body.

Parent Governor Representative (PGR)

These representatives are elected from among serving parent governors throughout the authority's schools. These representatives attend Select Committee meetings.

Parental Preference

The legal right that parents have to express a preference for the school they would like their child to attend. (*See also Admissions Criteria*).

Parental Responsibility

Means 'all the rights, duties, powers and authority which by law a parent or a child has in relation to the child and his property' (Children's Act 1989).

Partnership Governor

Where a school does not have a foundation or equivalent body, foundation governors are replaced by partnership governors who are appointed by the governing body after a nominations process.

Pastoral Care

A school's arrangements for guiding and counselling pupils on their personal, career and academic development. In a secondary school the pastoral system normally includes heads of year and form tutors.

PAT

Pupil Achievement Tracker – uses national test results to graphically present a school's pupil achievement figures compared to national trends and schools of similar social make-up.

PAT

Professional Association of Teachers.

Pathways

Pathways to Integration (Pathways for short) is part of Merseyside's Objective One Programme, bringing special help to the poorest areas. The Pathways programme aims to get local people involved in planning to turn the fortunes of their areas around.

PCT

Primary Care Trust.

Performance Management

Intended to help headteachers and governors to improve standards of teaching within their schools. Primarily to assist staff with their own development and to link this with the needs of the school. The headteacher appraises the teachers or appoints appraisers from senior staff in the school.

Performance Tables

The DCSF publishes comparative secondary and 16-18 performance tables each year. Primary school performance tables are published by LAs and report the achievements of pupils at the end of Key Stage 2.

Peripatetic Teacher

A teacher who visits a number of schools, to give specialist instruction, e.g. in music.

Permanent Secretary (DCSF)

The most senior civil servant at the DCSF. Reports directly to the Secretary of State.

PFI

Private Finance Initiative – the Government's method of financing the refurbishing or rebuilding of schools. The LA contracts a consortium of builders, financiers and service

providers to build or refurbish and maintain and service the school, usually for a period of 25 years.

PGCE

Post-Graduate Certificate of Education. A teaching qualification obtained by graduates, usually after a one-year course which includes a period of practical teaching experience.

PHU

Physically Handicapped Unit.

PI

Performance Indicator.

PIC

Pre-inspection commentary.

PLASC

Pupil Level Annual School Census.

PLP

Primary Leadership Programme.

PM

Performance Management.

PMLD

Profound and Multiple Learning Difficulties.

PoS

Programme of Study.

PPA

Preparation, planning and assessment time – time for teachers to prepare for lessons and to assess pupils' progress.

PPP

Public and Private Partnerships.

Primary School

Any school that caters for children within the 4-11 age range.

Prospectus

A document that all schools must publish annually to assist parents in choosing a school

PRP

Performance Related Pay.

PRU

Pupil Referral Unit – LA maintained unit that educates pupils excluded from schools or unable to attend for reasons such as illness.

PSA

Parent School Association. Or Parent Support Adviser.

PSHE

Personal, Social and Health Education.

PTA

Parent-Teacher Association.

PTR

Pupil-teacher ratio.

Public Notice

A notice published by an LA (or the Governing Body or promoters of a voluntary school) proposing to establish, enlarge, close or change the character of a maintained school. Two months are allowed for formal objections to the notice.

Published Admission Number (PAN)

The fixed number of children (which may not be less than the standard number) which a school must admit if sufficient applications are received, as published in the annual prospectus.

Pupil Profiles

A form of evaluation designed to provide a more extensive statement about a pupil's performance and achievements rather than relying simply on examination results.

Pupils on Roll

Pupils registered at a school.

Q**QCA**

Qualifications and Curriculum Authority. Responsible at national level for the school curriculum and qualifications.

QTS

Qualified Teacher Status.

Quorum

The minimum number of people required to be present at a meeting before decisions can be taken.

R**R5**

Rising Fives (four year olds in school the term of their fifth birthday).

R&R

Recruitment and Retention Allowance (School Teachers' Pay & Conditions).

RAISEonline

Reporting and Analysis for Improvement through School Self-Evaluation. On-line data analysis tool published by Ofsted.

RAT

Recruitment Administration Team.

RC

Roman Catholic.

RE

Religious Education. Parents have a right to withdraw their children on grounds of conscience.

Reading Age

A child's ability to read may be compared against an average national ability at any given age. The age level a child attains is his or her reading age.

Reception Classes

Take children at age four and five, some start children off with half-day sessions. There must be at least one adult for every 13 children.

Record of Achievement (ROA)

Record of a school leaver's achievements during his or her time at secondary school.

Redeployment

A process whereby staff are offered alternative employment, usually following a school reorganisation, restructuring or where redundancies are required.

Registered Inspector (RI or RGI)

A person who is recognised by the Office for Standards in Education as being qualified to lead a school inspection.

Regulations

Subordinate legislation deriving its authority from an Act of Parliament, legally binding on governing bodies and others (see also Statutory Instrument).

Resolution

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

RFO

Responsible Financial Officer (appointed under Section 151 of the Local Government Act 1972).

RR5

Rising Fives (four year olds in school the term before their fifth birthday).

RSA

Royal Society of Arts. Sets examinations in basic skills, e.g. word processing, information technology. Also offers courses leading to GNVQ and NVQ qualifications.

S**SA**

Support Assistant.

SACRE

Standing Advisory Council on Religious Education. Statutory body set up to advise the LA on religious education and collective worship in community and controlled schools. (*See also Agreed Syllabus*).

SATs

Standard Assessment Tasks/Tests. National tests to assess the level of attainment of pupils at the ages of 7 and 11.

SC

Service Conditions. The pay and conditions of service for an individual.

School Achievement Award

Schools are assessed to see if they are eligible to be given this award. The school receives a cash award to be divided amongst the staff. It is the responsibility of the governing body, in consultation with the headteacher, to decide the criteria as to how the money will be given out.

School Advisers

These advisers are normally specialists in a curriculum area or a level of schooling, i.e. nursery or secondary.

School Attendance Order

Means an order requiring the parent to cause his child to become a registered pupil at a school named in the order.

Schools' Budget

The total amount budgeted by the LA for direct provision for pupils, including the ISB and other provision, mostly for under fives and pupils with SEN.

School Development Plan (SDP) / School Improvement Plan (SIP)

A document identifying priorities from the school self-evaluation and outlining the actions the school proposes to take to improve the outcomes for the children.

School Fund

Voluntary fund maintained by the school for the provision of facilities, equipment, visits, etc. not normally funded by the LA.

School Governors One Stop Shop

This is a joint venture between the DCSF and business and industry. Its function is to find people working in business and industry who would like to become school governors, and puts them in touch with schools needing governors. It operates in areas where governor places are hard to fill.

School Hours

There are no minimum hours set down in law, but the DCSF has advised that the National Curriculum is unlikely to be provided satisfactorily unless certain minimum weekly lesson times are provided:

School Standards Grant

An additional grant paid to each school at the start of the financial year. No conditions are placed on the use of this grant other than those generally applying to a school's delegated budget.

School Teachers Review Body (STRB)

A body appointed by the Prime Minister to examine and report on such matters relating to the statutory conditions of employment of school teachers including teachers' pay.

SCP

Spinal Column Point, point on salary scale.

SEAL

Social and Emotional Aspects of Learning.

Secondment

The release of staff on a temporary basis, often to undertake further professional development or research and to assist other teachers throughout the Authority via advice and guidance.

Section 52

Section 52 of the School Standards and Framework Act 1998 requires LAs to provide all schools with a full account of their Schools Budget and LA Budget and how the funding is derived for each school.

SEF

Self-Evaluation Form, which schools in England are expected to complete annually and which will be examined by Ofsted prior to an inspection.

SEN

Special Educational Needs.

SENCO

SEN Co-ordinator - teacher responsible for Special Needs Co-ordination in the school.

SENCOP

Special Educational Needs Code of Practice.

Serious Weakness

A school that is not failing may still have a serious weakness, as defined by OfSTED. Action is required to make improvements within one year.

Service Conditions

The pay and conditions of service for an individual.

SESS

Special Educational Support Services.

Setting

Putting pupils into different groups for a particular subject according to their ability.

SFSS

Schools Formula Spending Share.

SHA

Secondary Heads Association.

SI

Statutory Instrument.

Sibling

A brother or sister.

SIMS

School Information Management System. A computer software system to help schools in managing information on pupils, staff and resources.

SIP

School Improvement Partner.

Also School Improvement Plan – same as School Development Plan.

Sixth Form College

A college providing sixth-form education only (for students aged 16-19).

SLA

Service Level Agreement.

SLD

Severe learning difficulties.

SMT

Senior Management Team.

SMART Targets

An acronym for School Attainment Targets – **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, **T**ime-limited.

SNAP

Special Needs Assessment Panel.

SOC

School Organisation Committee.

SoEBD

Social, Emotional and Behavioural Difficulties.

SOP

School Organisation Plan.

SOW

Schemes of Work.

Special Measures

This means that a school is deemed to be failing to deliver an adequate standard of education. If the school does not improve after two years it may have to be closed.

Special School

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

Special Unit

A unit attached to a mainstream or special school providing for children with specific needs, e.g. hearing, speech or language difficulties.

Specialist School

School offering a broadly based education in line with the National Curriculum, but with an emphasis on their chosen specialism – eg technology, modern foreign languages, sports and arts.

Sponsor Governor

A person appointed by the governing body, who gives or has given substantial financial assistance (including assistance in kind) to the school.

SSA

Standard Spending Assessment. Annual amount used by central government to determine the distribution of revenue support grant (now FSS).

SSG

School Standards Grant. An additional grant paid to each school at the start of the financial year. No conditions are placed on the use of this grant other than those generally applying to a school's delegated budget.

SSF

Schools Standards Fund.

SSFA

School Standards and Framework Act.

SSR

Service Strategy and Regulation.

Staff Development Days

The 5 days/year which schools must use for staff development. Schools are closed to pupils on these days.

Staff Governors

The headteacher and/or people working at the school who are elected as governors by people who are paid to work at the school.

Stakeholder

Any person or group who have a direct interest in the performance of an organisation.

Standard Number

The number of places available at a maintained (other than special) school for pupils of any age group in which they are admitted. The school's admission authority may fix a different admission number which may be higher but not lower than the standard number.

Standard Scale

The basic salary scale for teachers.

Standards Fund (SF)

Devolved monies for school improvement projects, some of which may be earmarked for specific purposes.

Standing Orders

Orders made by a LA for the regulation of their proceedings and business.

Statement of Special Educational Needs

A statutory document that describes a child's special educational needs and how they are to be met.

Statutory Appeal Committee

An independent appeal committee set up under the Education Act 1980 to hear appeals from parents against, for example, the decision of an LA not to offer their child a place at their chosen school.

Statutory School Age

The period from the beginning of the term following a child's fifth birthday until the leaving date following his/her 16th birthday. There is a single leaving date determined each year by the Secretary of State.

Strategic Role

Setting out aims and values for the school.

Streaming

A form of school organisation where children are placed, according to their ability, into groups in which they stay for most of their work.

STRB

School Teachers' Review Body - group that advises the Government on teachers' pay and conditions each year.

Study Support

Voluntary learning activities outside normal lessons to improve children's motivation and build their confidence.

Supervision Order

An order made by an LA under the Children Act 1989 for the supervision of a child who is not attending school regularly, or is not complying with an Attendance Order.

Supply Teacher

A teacher employed to fill a temporary vacancy or to take the place of an absent teacher.

Support Staff

Clerical, welfare, technical, caretaking or supervisory staff employed in schools. Sometimes used to refer exclusively to Teaching Assistants.

Surestart

A Government programme designed to deliver the best start in life for every child by bringing together early education, childcare, health and family support.

Suspension

A process where a member of staff is told to stop working at the school temporarily, usually while a problem involving him or her is being investigated.

Syllabus

Course of study in a given subject, often connected with an examination such as GCSE.

T

TA

Teaching Assistant or Teachers' Assessment.

Target Setting

The government requires schools to set and publish pupil performance targets in prescribed subjects annually.

TDA

Training and Development Agency for Schools.

Teacher Associations

See entries for ATL, NAFTE, NAHT, NAS/UWT, NUT, PAT and SHA.

Teachers' Pay Scale

Teachers' salaries are on one of two 'spines', their position on each being determined by their experience and their responsibilities. Teachers in the leadership groups – the senior managers – are on a different pay scale, as are headteachers.

Teachers TV

A digital television channel and website which enables teachers, governors and schools to learn by sharing practical ideas and information.

Teaching Practice/School Experience

A period of practical teaching experience in school, forming an integral part of the training of student teachers.

TEAL

Teaching English as an Alternative Language.

Team Teaching

A system in which teachers work together with a large group of pupils rather than with a single class.

TEC

Training and Enterprise Council.

TES

Times Educational Supplement.

Threshold

Teachers may apply to be assessed to be paid above the threshold of their incremental pay.

TLR

Teaching and Learning Responsibility – special responsibility for which a teacher receives extra pay.

TPS

Teachers' pension scheme.

Trust Deed

The legal document relating to the establishment of a voluntary school, and setting out its principles and purposes.

TSS

Total Standard Spending – the Government’s assessment of what a Local Authority needs to run its services.

TTA

Teacher Training Agency.

U**UCAS**

Universities and Colleges Admissions Service.

Unauthorised Absence

Absence from school which is not otherwise authorised.

UNISON

Trade union for public service workers.

UPN

Unique Pupil Numbers.

UPS

Upper Pay Scale (School Teachers’ Pay & Conditions).

UQT

Unqualified Teacher: also their pay scale.

V**VA**

Voluntary Aided school - A school set up and owned by a voluntary body, usually a church body, largely financed by an LA. The governing body employs the staff, and controls pupil admissions and religious education. The school’s land and buildings (apart from playing fields which are normally vested in the LA) will normally be owned by a charitable foundation.

Value Added

In educational terms, a concept giving expression to the idea that it should be possible to measure how far any school or class makes a positive difference to the progress of its pupils.

VC

Voluntary Controlled school - a school set up by a voluntary body, often a church body (generally Church of England). Totally funded by an LA. The LA employs the staff. The school’s land and buildings (apart from the playing fields which are normally vested in the LA) will normally be owned by a charitable foundation.

Vertical Grouping

Classes formed with children of different age groups.

VFM

Value for money.

Virement

Agreed transfer of money from one budget heading to another.

Vocational Education

Education concerned with the preparation of students for a particular career.

W**Walking Distance**

Statutory walking distance from home to school that determines eligibility for free transport for children of compulsory school age.

WAMG

Workforce Agreement Monitoring Group – overseeing the implementation of the National Workload Agreement.

WEA

Workers Education Association.

WFPTA

Wirral Federation of Parent Teacher Associations.

WGF

Wirral Governors' Forum.

Withdrawal Group

A small number of children taken out of normal lessons for special tuition.

Work Experience

Periods spent by senior pupils working on an employer's premises to gain practical experience of the world of work.

Workforce Agreement

The agreement represents consensus on the principles relating to tackling teacher workload whilst raising standards in schools.

Working Party

These parties are different from committees as they do not have any decision making powers. They can make recommendations to the governing body, and they can contain any number of non-governors.

X

Y

Year Group

Under the National Curriculum, year groups are numbered from Year R (5 year olds), Year 1 (6 year olds) through to Year 13 (18 year olds).

YELLIS

Year Eleven Information System.

YIP

Youth Inclusion Project.

YOS

Youth Offending Service.

Youth Service

The statutory LA Youth Service provides a wide range of social education opportunities for young people aged 13-25 years, which seeks to maximise the potential of the young people contacted so providing an additional service to that offered by schools and training agencies.

YT

Youth Training.

Z