

S A S G B

The Independent Association of
Sheffield School Governing Bodies

Affiliated to the National Governors' Council

guide to jargon

for School Governors

Acknowledgements to the National Governors' Council

Sheffield Education Services Directorate.

A & I Access & Inclusion

ABE Adult Basic Education

ACAS Advisory, Conciliation and Arbitration Service

ACE Advisory Centre for Education

ACS Average Class Size

ADHD Attention Deficit Hyperactivity Disorder

AEN Additional Educational Needs

Agreed syllabus A non-denominational syllabus of religious education required to be used in

Community and Voluntary Controlled schools and drawn up by a SACRE.

AMP Asset Management Plan

APM Annual Parents' Meeting.

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

AQA Assessment & Qualification Alliance

AS13 Aggregated Schools Budget

AST's Advanced Skills Teachers are judged to be particularly good and therefore rewarded by extra points.

ATL Association of Teachers and Lecturers

Attainment targets These establish what children of differing ability should be expected to know and be able to do by the end of each Key Stage of the National Curriculum. Each target is graded into eight levels, which pupils climb up as they learn more.

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.Ed Bachelor of Education degree.

Baseline assessment Assessment of pupils' attainment within the first seven weeks of their primary education.

Basic skills Reading, writing and arithmetic.

BECT British Educational Communications

BESD School for Behavioural, Emotional and Seriously Disturbed pupils

BEST Behaviour Education Support Team

BIP Behaviour Improvement Programme

BSF Building Schools for the Future

BVPI Best Value Performance Indicators

BVPP Best Value Performance Plan

CAMHS Child and Adolescent Mental Health Service

Capital expenditure Spending on projects, improvements, and extensions to the school.

CASE Campaign for State Education

Casting vote An additional vote to be used by the chair of governors if an equal number of votes is cast for and against a motion.

Catchment area The area from which a school takes its pupils.

CATS Cognitive Ability Tests.

Circulars Policy statements issued by the DfES to explain, interpret and give guidance about legislation.

CLC City Learning Centre

Clerk to the governing body A person appointed to carry out

administrative duties for the governing body, such as preparing agendas, minuting meetings and dealing with correspondence.

Community schools Term used in the SSFA to describe former LEA maintained schools or Grant Maintained schools which opted to become Community schools.

Community Special schools Term used in the SSFA to describe former LEA maintained Special schools or Grant Maintained Special schools, which opted to become Community Special schools.

Competitive tendering Obtaining quotes or tenders from alternative suppliers before awarding contracts.

Connexions Provides advice for 14-19 year olds on job opportunities replaced careers service.

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

Core curriculum English, Maths and Science - these are studied by all pupils.

COSHH Control of Substances Hazardous to Health.

CPA Comprehensive Performance Assessment

CSCI Commission for Social Care Inspection

DDA Disability Discrimination Act 1995

Delegated budget Money provided under LMS, which governors can manage at their discretion (see also Devolved funds).

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

Devolved funds, such as the Standards Fund, are those, which have to be used for specific purposes.

DfES Department for Education and Skills.

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 parent meetings, under the direction of the Headteacher. Maximum of 1265 hours in a school year.

Disapplication A term used where National Curriculum requirements may not apply to a pupil.

DMT Directorate Management Team

DOO Developing Ourselves and our Organisation

EAL English as an Additional Language

EAZ Education Action Zone

Education Scrutiny Board calls in Cabinet decisions for further discussion/scrutiny

EBD Emotional and Behavioural Difficulties.

EDP Education Development Plan

EDP Education Development Plan, which LEAs are required to prepare.

EiC Excellence in Cities

EiCAZ Excellence in Cities Action Zone

EMA Education Maintenance Allowance

EMAS Ethnic Minority Achievement Service

EMS Education Management System

EOG Excellent Organisation Group

EOTAS Education Otherwise than at school

ESF European Social Fund

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

ESOL English as a Second or Other Language

EWO Education Welfare Officer. A professional worker who visits pupils' homes and deals with attendance problems and other welfare matters in co operation with the school.

Ex officio Able to attend meetings by virtue of holding a particular office.

Exclusion The temporary or permanent banning of a pupil from school.

EYECS Early Years Education and Childcare Service

FEFC Further Education Funding Council

FOI Freedom of Information

Form 7 A DfES form submitted by every school each January to record the number of teachers employed, the number of children in each age group, the organisation of classes and so on.

Form of entry The number of classes that a school admits each year.

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

Foundation schools New category of schools, usually former Grant Maintained schools.

Foundation Special schools Name now given to former Grant Maintained Special schools.

FSM Free School Meals

G & T Gifted and Talented

GCSE General Certificate of Secondary Education.

GNVQ General National Vocational Qualification.

GOYH Government Office for Yorkshire and Humberside

GTC General Teaching Council

GTC General Teaching Council.

HEFC Higher Education Funding Council

HLTA Higher level teaching assistant

HMCI Her Majesty's Chief Inspector of Schools

HMI Her Majesty's Inspector.

IAN Indicated Admission Number

ICT Information and Communication Technology.

IdEA Improvement and Development Agency

IEP Individual Education Plan for pupils with special educational needs.

INSET In-Service Education and Training courses for practicing teachers.

Instrument of Government A legal document setting out the composition of governing bodies.

IR Integrated Resource

ISCG Institution of School and College Governors.

ITT Initial Teacher Training

JNC Joint Negotiating Council

KS1- 4 Key Stages - the four stages of the National Curriculum: KS1 for pupils aged 5-7; KS2 for 7-11; KS3 for 11-14; KS4 for 14-16.

LAC Looked After Children

LEA Local Education Authority.

LEP Local Education Partnership

LFS Learning for life strategy

LGA Local Government Association

LIG Leadership Incentive Grant

iIP Investors in People

LMS Local Management of Schools. A system whereby schools are responsible for their delegated budgets and for managing their own affairs.

LPSA Local Public Service Agreements

LPSH Leadership Programme for Serving Heads

LSC Learning and Skills Council

MFL Modern Foreign Languages

Minor Authority A district council or parish council.

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

MLD Moderate Learning Difficulties

Motion A proposal formally put forward or 'moved'. In order to be voted on, a motion must have a proposer and a seconder.

NAEIA National Association of Educational Inspectors,

NAGM National Association of Governors and Managers

NAHT National Association of Headteachers.

NAS/UWT National Association of Schoolmasters/Union of Women Teachers.

NATFHE National Association of Teachers in Further and

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.

NCPTA National Confederation of Parent Teacher Associations.

NFER National Foundation for Educational Research.

NGC National Governors' Council. An organisation which provides a national voice for governors and is based on local associations of governing bodies.

NgFL National Grid for Learning

NNEB National Nursery Examination Board.

NoF New Opportunities Fund

Non-teaching (Support) Staff Members of the school staff employed by the governors to provide services in a school but not to teach, such as classroom assistants, cleaners and school secretaries.

NQT Newly Qualified Teacher.

NRA National Record of Achievement. A document now required for all children leaving school, containing a record of a pupil's achievements in and out of school.

NRT National re-modelling team (Workforce)

NRws New relationship with schools

NS & FC Nursery School & Family Centre

NUT National Union of Teachers.

NVQ National Vocational Qualifications

OFSTED Office for Standards in Education. The body which arranges, and

sets standards for, school inspections.

PAN Planned Admissions Number formerly PAL (Planned Admissions Limit). The number of children the LEA (or governing body of an Aided School) determines can be admitted to the school. It can be above the Standard Number but may not be below it. Used as basis for determining admission appeals.

Panda Performance and Assessment data from OFSTED, rating schools of comparable circumstances.

Partnership governor For Foundation schools and Foundation Special schools, a person nominated in accordance with the Regulations where the Instrument of Government so requires.

PAT Professional Association of Teachers

Peripatetic teacher One who teaches in a number of schools, to give specialist instruction, e.g. in music.

PFI Private Finance Initiative.

PfS Partnership for Schools

PGCE Post-Graduate Certificate of Education. A teaching qualification, which includes a period of practical teaching experience.

PGR Parent Governor Representative elected to serve on a local authority committee discharging the functions of the LEA.

PI Performance Indicators.

PLASC Pupil Level Annual School Census

PPA Preparation for planning & assessment

PPP Public Private Partnerships

PPU Policy & Performance Unit

PRP Performance Related Pay.

PRU Pupil Referral Unit

PSA Public Service Agreement

PSHE Personal, Social and Health Education

PSP Pastoral Support Programme for pupils at serious risk of permanent exclusion.

PTA / PSA Parent Teacher Association / Parent Staff Association.

PTR Pupil/Teacher Ratio. This is calculated by dividing the number of pupils in a school by the number of full time equivalent teachers.

Pupil profile Broad evaluation of a pupil's personality, interests and capabilities. This forms part of the pupil's Record of Achievement.

QCA Qualifications and Curriculum Authority.

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

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

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

ROA Record of Achievement.

RSG Revenue Support Grant

SACRE Standing Advisory Council on Religious Education. Local statutory body which advises on religious education and collective worship.

SAIS Sheffield Advisory and Inspection Service

SASGB Sheffield Association of School Governing Bodies

'**SATs**' Standard Assessment Tasks (title protected by copyright) used for National Curriculum Assessment.

SCAR School Curriculum and Assessment Authority

SEBD Severe Emotional and Behavioural Difficulties

Secondment The release of staff on a temporary basis for work elsewhere.

SEF School evaluation form

SEN Special Educational Needs. May include children with physical disabilities or emotional and behavioural disorders.

SENCO SEN Co coordinator. The teacher responsible for co-coordinating SEN provision in the school.

SES School Effectiveness Service

SESSA Sheffield Education Service Supply Agency

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

SFCC School facing challenging circumstances

SHA Secondary Heads Association.

Sibling A brother or sister.

SIMS Schools Information and Management System. A computer package to assist schools in managing information on pupils, staff and resources.

SIP School improvement plan or School improvement partner

SL - Strategy Leaders

SLA Service Level Agreement

SLD Severe Learning Difficulties

SMBA - Senior Manager Behaviour & Attendance

SMEECS - Senior Manager Early Education & Childcare Service.

SMIL - Senior Manager for Inclusive Learning

SMSEN - Senior Manager for Special Educational Needs

SMSP - Senior Manager Strategy & Partnership.

SMT- Senior Management Team

SNA - Senior Adviser

SN Standard Number. The legally determined number of pupils in the admission year group below which the PAN may not be set.

SOC School Organisation Committee. Required to be established by the LEA to consider its SOP for the provision of school places in its area.

SOP School Organisation Plan

SPA - Senior Primary Adviser

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 school to cater for children with specific special needs.

SPHA - Senior Phase Adviser

SPO - Senior Personnel Officer

SPR - School Performance Review

SRAS Schools requiring additional support

SRB Single Regeneration Budget

SSA Standard Spending Assessment The standard level of public spending in each local authority determined by the government.

SSA Sports strategy advisor

SSC Study support co-coordinator

SSFA School Standards and Framework Act 1998.

Standards Fund Earmarked funds mostly devolved to schools for special purposes such as INSET and governor training.

STAR Student Teacher Assessment Register

Statementing The procedure by which a child is formally assessed under the 1996 Education Act as having significant special educational needs.

STEPS Support Teaching and Educational Psychology

STRB School Teachers' Review Body. Makes recommendations to the Secretary of State on teachers' pay.

Streaming Placing pupils in classes according to their ability.

TE Tribal Education Advisors to the Education Directorate on special projects

TEC Training and Enterprise Council.

TED Teacher Education Day. Each year 5 days during term time (also known as 'Inset' days) are set aside for staff training. Pupils do not attend school on these days.

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

TLO Teaching & learning organisation

TRS Teaching and Reintegration Service

Trust deed The deed by which a Voluntary Aided or a Voluntary Controlled school has been established.

TSE Transforming Secondary Education

TTA Teacher Training Agency.

TWCAZ Together we can action zone governing body

UCAS University and College Admissions Service

Ufi University for Industry

UPN Unique Pupil Number

VA Voluntary Aided. School maintained by the LEA except for some particular aspects, such as paying 15% towards some building costs. Usually a denominational school in which the governors have particular religious rights and also responsibilities.

VC Voluntary Controlled. A denominational school wholly maintained by the LEA but with certain residual rights regarding religious worship.

Vertical grouping Classes formed (in primary schools) with children of different age groups.

Virement The agreed transfer of money from the budget heading to which it has been allocated to another budget heading.

Walking distance The statutory distance beyond which the LEA must provide free school transport is two miles for children up to 8 years old and three miles for those aged 8 and over.

WAMG Working agreement monitoring group

WDM Workforce development manager

WEA Workers Education Association

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

YOT Youth Offending Team