



North

Yorkshire County Council

Children & Young People's Service

GLOSSARY

Academies - public funded independent schools established under Section 482 of the Education Act 1996.

ACE – Advisory Centre for Education (www.ace-ed.org.uk). A non profit making body which provides advice to parents and others. Tel 020 7704 3370 (admin only) General advice – FREEPHONE 0808 800 5793.

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.

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).

Appraisal - the process is to enable discussion between the appraiser (usually the line manager) and the member of staff on job performance, personal development and the future.

APR – Annual Performance Review.

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.

ATA – Advanced Teaching Assistant.

At-Risk Register – Register maintained by Childrens Services of children who are or may be in danger of emotional, physical or sexual abuse.

Attainment targets - 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, i.e. assessed at ages 7, 11, 14 and 16.

Attendance Order – Order made by the LA against parents whose children are not registered at a school or who are not being educated "otherwise" than at school.

Audit Commission - independent body set up by Government to monitor the use of funds by local authorities and certain other bodies.

AWPU – Age weighted pupil unit. The sum of money allocated to the school for each pupil, according to age, in its "budget share".

Ballot - a method of voting, normally secret.

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. 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.

BESD – Behavioural Emotional and Social Difficulties – Replacing the EBD category in SEN

Schools Behaviour support plan - a statement that sets out local arrangements for schools and other service providers for the education of children with behavioural difficulties.

BSP – The LA's Behaviour Support Plan.

Budget Share – The sum of money delegated to the school by the LA under its Scheme of Local Management.

Business Interests – interests declarable in the Register of Business Interests.

Capital expenditure - spending on building projects and large items of equipment.

Catchment Area - a defined geographical area from which a school takes its pupils.

Casting vote - an additional vote to be used by the chair of governors or chair of a committee if an equal number of votes are cast for and against a motion.

Circular - policy statement issued by a government department, which does not have the status of law, but which gives guidance on interpretation and implementation of the law.

City Technology College (CTC) - independent all ability non-fee-paying schools for pupils aged 11-18. There are 14 CTCs and one CCTA - City College for the Technology of the Arts, in urban areas across England. 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.

Clerk to the governing body - a 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 – Group of schools, often within a defined geographical area, which meets regularly to discuss matters of shared interest, sometimes to collaborate on specific projects.

Collaboration - where 2 or more governing bodies may arrange for any of their functions to be discharged jointly, by holding joint meetings and/or having joint committees.

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).

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.

Continuous Assessment – The regular assessment by teachers of pupil's work throughout their course of study.

Contingency fund - money set aside for unexpected costs.

Core curriculum - English, Mathematics and a Science - those subjects which must be studied by all pupils.

CPD – Continual Professional Development.

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

DDA – Disability Discrimination Act

Delegation - a process where one body or person gives another body or person authority to take decisions on a particular matter.

DCFS – Department for Children, Families and Schools (formerly Department for Education and Skills) - central government department with responsibility for education.

Designated teacher - advocate who liaises with other services on behalf of young people in care.

Diocese - the area over which a bishop has jurisdiction.

Directed Time – Part of the time for which teachers are contracted to work. Full time teachers can be required to work for 1265 hours per year under the direction of the Headteacher. Most of this is occupied by teaching but it also includes attendance at activities such as staff meetings and parents' consultation evenings (in addition to directed time, teachers are required to work in their own time but not for a specific number of hours).

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

Disqualification Criteria – List of the circumstances under which a person is disqualified from holding or continuing in office as a governor (Regulation 20 Schedule 6 of the School Governance (Constitution) (England) Regulations 2003).

DPA – Data Protection Act.

DT – Design Technology.

EAL – English as an additional language. Special provision is made in some schools to help children whose first language is not English.

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.

EBD – Emotional and Behaviour Disorder. Includes disruptive and neurotic behaviour and replaces the term 'maladjustment'. Now known as BESD

Education Otherwise – Under the 1944 Education Act, parents have a duty to cause their children to receive education by regular attendance at school or "otherwise" (usually at home).

Education Supervision Order – Provides for LA supervision of a pupil who is not attending school regularly, or not complying with an Attendance Order.

EIR – Environment Information Regulations.

ELS – Early literacy support.

ESW – Education Social Worker.

Exclusion - banning a pupil from school by the headteacher, either temporarily or permanently, on disciplinary grounds.

Ex-officio governor - someone who is automatically a governor/able to attend meetings by virtue of the office they hold e.g. headteacher, parish priest, vicar. i.e. the position of governor comes with the job.

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.

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.

FE – Form entry. The number of forms (or classes) in a year group.

Federation of governing bodies - the coming together under one governing body of a number of maintained schools.

FLS – further literacy support

FMS – Financial Management Services (of the LA)

FOIA – Freedom of Information Act

Formula funding - the method by which funds for school budgets are calculated. The most important factor is the number of pupils.

Foundation governor - a person appointed by the school's founding body to be a member of a school's governing body to ensure that the school preserves its particular religious character or that it is conducted in accordance with the terms of a trust deed.

Foundation school - a type of state school introduced on 1/9/99 by the School Standards and Framework Act 1998, which has more freedom than community schools to manage their school and decide on their own admissions. At foundation schools 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 local authority (LA) which also pays for any building work.

Foundation special school - a type of state school introduced on 1/9/99 by the School Standards and Framework Act 1998, which has more freedom than community schools to manage their school. It differs from a foundation school, in that it caters for children with Special Education Needs (SEN). At foundation special schools the governing body is the employer and admission to the school is through a statement except in cases of emergency placements which are described in Chapter 8 of the SEN Code of Practice. The school's land and buildings are either owned by the governing body or by a charitable foundation - Funding comes from the local authority (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 - a school is given a 'Fresh Start' when it is closed and reopened on the same site under the normal school reorganisation procedures. Schools eligible for Fresh Start must be in Special Measures, serious weaknesses, subject to a formal LA warning or (for secondary) achieving less than a 15% rate of pupils gaining at least 5 A*-C GCSEs over three years from March 2000.

FS – Foundation Stage.

Fte – Full time equivalent (of staff).

General Teaching Council (GTC) - the professional body for school teachers.

GovernorLine - 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

(former) Grant-maintained school - a primary or secondary school previously financed through the Funding Agency for Schools (FAS) after parents had voted to opt out of LEA control.

GNVQ - General National Vocational Qualification.

Group Size of School – Every school is allocated to a group depending on the number and ages of pupils on the school roll. The group size of the school affects the salaries of the Headteacher and deputy Headteacher.

HLTA - Higher level teaching assistant.

HMI - Her Majesty's Inspectorate of Schools.

HMCI – Her Majesty's Chief Inspector.

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 its pupils. Parents will be invited to sign a parental declaration, indicating that they understand and accept the contents of the agreement.

HSSW – Home school support worker.

ICT – Information and Communications Technology.

IEB – Interim Executive Board temporary replacing the Governing Body in schools in difficulties.

IEP – Individual Education Plan (SEN)

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. As these are schools which are not funded by the state, they obtain most of their finances from fees paid by parents and income from investments. Some of the larger independent schools are known as public schools, while most boarding schools are independent. Further information is available from the ISCIS - Independent Schools Council information Service.

Information Commissioner - The independent body set up to oversee and enforce the Freedom of Information Act, the Data Protection Act & Environmental Information Regulations.
www.informationcommissioner.gov.uk/noticetoschools.html

In-Service Education and Training (INSET) - the professional training and development of teachers working in schools - generally taken as short courses or day conferences.

Instrument of Government - legal document detailing the composition of a governing body of a school.

ISA – Independent Safeguarding Authority

JAPR – Joint Annual Performance Review

Key Stages (KS) - the four 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. 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.

LA - Local Authority (formerly LEA)

LA governor (formerly LEA Governor) - a person appointed as a governor by the LA.

LA-maintained school - a school for which an LA have financial and administrative responsibility.

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). He or she must not have, or have had, any connection with the school, or any person who is a member of, or employed by, the governing body if that might raise doubts about his or her ability to act fairly.

List 99 – List of persons prohibited from working with children and vulnerable adults.

LLP – The LA's Lifelong Learning Plan.

LMS – Local Management of Schools. The delegation to governing bodies of responsibilities for finance and staffing.

LPSH – Leadership Programme for serving Headteachers.

Maintained Nursery School (MNS) - a school providing education for children from 3 to 5, maintained by the LA.

Maintained school - see LA-maintained school.

Maintained special school - a special school, that caters wholly or mainly for children with statutory statements of special educational needs, for which an LEA has financial and administrative responsibility.

MAL – Maximum Admission Limit.

MID – Multiple Index of Deprivation.

MFL – modern foreign languages.

MSA – Midday Supervisory Assistant.

National Curriculum - the programmes of study laid down by law for all pupils aged from 5 to 16 in state maintained schools. The National Curriculum provides a balanced education for a child covering 11 subjects overall, and is divided into four Key Stages according to age.

NASG – National Association of School Governors.

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.

NPQH – National Professional Qualification for Headship.

NYBEP – North Yorkshire Business & Education Partnership.

NOR – Number (of pupils) on roll of the school.

NQT - newly qualified teacher.

NRA – National Record of Achievement (ROA) which is a statutory requirement.

Nursery Classes – take children aged 3 and 4, usually on a part-time basis. The recommended ratio laid down in guidance is 1 qualified teacher and 1 qualified nursery assistant to 26 children (2:26).

NYBEP – North Yorkshire Business and Education Partnership.

(OfSTED) - Office for Standards in Education - the body which arranges and sets standards for school inspections.

Open enrolment - all schools must admit pupils up to their standard number (see below) which is calculated according to the physical capacity of the school to accommodate pupils.

Outturn - statement of the school's income and expenditure at the end of the financial year.

PANDA – Performance and Assessment (document) now merged with RAISE – see below.

Paired Reading – A way of teaching a child to read using a more fluent, usually older pupil to support them.

Parent - includes any person having all the rights, duties, powers, responsibility and authority (see Parental Responsibility) which a parent of a child has by law, or who has care of him or her. Depending on the circumstances, therefore, a 'parent' may include not only the child's natural parents but also others such as step-parents, relatives, co-habitees of either natural parent and foster parents.

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

Parental responsibility - means all the rights, duties, powers, responsibilities and authority which a parent of a child has by law. More than one person may have parental responsibility for the same child at the same time, and a person does not cease to have such responsibility solely because some other person subsequently also acquires it. Both parents have parental responsibility if they were married to each other at the time of the child's birth and they have since separated or divorced. If the child's parents were not married at the time of the birth, the mother always has parental responsibility and the father may have by agreement or by order of the Court. Parental responsibility passes to the adopter when an adoption order is made. Although a residence order or care order may confer parental responsibility, a local authority will not be treated as a parent for certain purposes under the Education Acts.

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. At present there are no partnership governors in North Yorkshire schools.

Performance tables - The Department for Education and Skills publishes comparative secondary and 16-18 performance tables each year. The tables report achievements in public examinations and vocational qualifications in secondary schools and Further Education sector colleges. Primary school performance tables are published by LAs and report the achievements of pupils at the end of Key Stage 2.

PAT – Pupil achievement tracker.

PCT – Primary Care Trust.

Peripatetic teacher - one who gives specialist instruction in a number of schools, for example in music.

PGCE – post graduate certificate of education.

PLASC – pupil level school census. Termly for secondary schools and annual for primary schools. Primary schools will be termly from January 2007.

POS – Programme of Study. Sets out what pupils should be taught in subjects of the National Curriculum.

PPA – Planning, preparation and assessment.

PRU – Pupil Referral Unit

PSE – Personal and social education.

PSHCE – personal, social, health and citizenship education.

PSLN – Primary Strategy Learning Network.

PSLP – Primary Strategy Leadership Programme.

PSP – Pastoral Support Programme. Planned interventions to help pupils better manage their behaviour.

PTA – Parent, Teachers Association.

PTR – Pupil Teacher Ratio. The number of pupils divided by the number of full time equivalent teachers, including the headteacher.

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 school annual prospectus.

Pupil referral unit - an establishment maintained by an LA, which is specially organised to provide education for children who are excluded, sick or otherwise unable to attend mainstream school.

Pupils on roll - pupils registered at a school.

QCA - Qualifications and Curriculum Authority - the organisation responsible for maintaining and developing the school curriculum and associated Standard Assessment Tests (SATs).

QTS - Qualified Teacher Status - the professional status required to teach in state maintained schools in England and Wales. QTS is normally awarded after successful completion of an Initial Teacher Training course.

Quorum - the number of governors who must be present to validate the proceedings of a governors' meeting.

RAISE – Reporting and Analysis for improvement through School self evaluation – online replacement for PANDA and PAT.

Reading Age – A measure of a pupil's ability to read compared with the average reading ability of other children at that age.

Reception classes - take children at age four and five, some start children off with half-day sessions. Provided that the majority of the children reach statutory school age within the academic year, reception classes must have no more than 30 children with a qualified teacher.

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

REOTAS – Reintegration and education other than at school.

Resolution - a proposal made formally at a meeting which has been voted on and agreed.

ROA – Record of Achievement. A comprehensive summary of a school-leaver's achievements whilst at school.

SACRE - see Standing Advisory Council on Religious Education.

SATs - Standard Assessment Tasks - national tests/tasks set by QCA.

School Action (Plus) – School identifies the special educational needs of a pupil and makes provision within their own resources (including outside agencies).

School Profile – On-line DfES document giving detailed information about the school and required to be completed by schools annually.

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.

SDP – School Development Plan.

SEAL – Social and education aspects of learning.

SEF – OfSTED Self Evaluation Form.

Self Declaration Form – form listing the disqualification criteria and completed by governors to signify that they are not disqualified from being a governor.

SEN - Special Educational Needs - learning difficulties for which a child needs special educational help.

SENCO – Special Education Needs co-ordinator.

SIP – School Improvement Partner.

SLT – Senior leadership team.

SMSC – social, moral, spiritual, cultural education.

Special measures - required where a school is judged by OfSTED to be failing, or likely to fail, to provide an acceptable standard of education.

Specialist schools - it is open to all maintained secondary schools (except those in serious weaknesses or special measures) to apply for Specialist Status, allowing them to have a special focus on their chosen subject area whilst meeting the National Curriculum requirements. Specialist schools work in partnership with private sector sponsors and are supported by additional Government funding.

Sponsor governor - a person appointed by the governing body and nominated by a sponsoring body that gives or has given substantial financial assistance (including assistance in kind) to the school.

SRE – sex and relationships education.

SSA - Senior supervisory assistant (midday).

Staff governors - the headteacher and/or people working at the school, who are elected as a governor, by people who are paid to work at the school.

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 standard number is an indicator of the school's physical capacity to accommodate pupils. The school's admission authority may fix a different admission number which may be higher but not lower than the standard number.

STA – Standard Task and Test Assessment. National tasks (key stage 1) and tests (key stages 2, 3) to ascertain the level of attainment reached by pupils at the end of the key stage.

Standards Fund – Annual allocation to schools, through LAs, of resources to support government priorities for development in the form of formula-driven grants (mostly funded 50% Government, 50% LA). The largest is for school improvement.

Standing Advisory Council on Religious Education (SACRE) - Committee advising an LA on matters connected with religious education and collective worship in schools. Churches and teachers are represented.

Statement of special educational needs - a written statement of a child's special educational needs and all the extra help he or she should get. The arrangements are made by the LA.

Statutory Instrument (SI) - subordinate legislation made under the authority of an Act of Parliament, usually authorised by the Secretary of State or one of his ministerial team, and which is normally laid before Parliament. It has the same force in law as an Act of Parliament.

Suspension of staff - 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.

Suspension of governors – a process where, in certain circumstances, a governor is debarred from attending meetings of the governing body and committees for a temporary period of up to 6 months.

TA – Teaching assistant.

TCU – Temporary classroom unit.

TLR – Teaching and Learning responsibility.

Underachievement – Performance below the level expected.

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 employ the staff, and control 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.

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.