



Glossary of Terms



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Academy: Academies are publicly funded independent schools. Academies have different governance arrangements from LA Maintained schools. Can be stand alone Academy Trusts or more commonly now within a MAT (Multi-Academy Trust) or as we know them Catholic Multi-Academy Trusts (CMAT)

Academy committee: A committee of the Trust Board in a Multi Academy Trust (MAT). There can be Committees to cover functions such as Finance and Audit, HR & Staffing and Buildings and Estates. The Local Governing Bodies (LGBs) of academies within the MAT are also Committees of the Trust Board. The role and responsibility of any committee is defined in the MAT's scheme of delegation

Academy converter: A school which converted to academy status voluntarily (usually high performing at the time of conversion), having previously been a local authority maintained school

Academy sponsor led: A school which converted to academy status with the support of a sponsor (usually lower performing at the time of conversion)

Admissions Code: A document providing statutory guidance on schools admission with which all schools must comply

AFH: Academies financial handbook

AHT: Assistant Headteacher

AO: Accounting Officer includes specific responsibilities for financial matters. It includes a personal responsibility to Parliament, and to ESFA's accounting officer, for the financial resources under the Trust's control. Accounting officers must be able to assure Parliament, and the public, of high standards of probity in the management of public funds, particularly regularity, propriety and value for money. Accounting officers must also adhere to the 'seven principles of public life'.

Articles of Association: The Articles of Association is the formal governing document for a stand-alone academy (Single Academy Trust) or MAT and sets out its rules for operating, including the composition of the Trust Board and LGBs

ASCL: Association of School and College Leaders – a headteacher union

Associate members: Individuals appointed by the CMAT to serve on a LGB. They are not full governors but are able to attend meetings and be given specific responsibilities. Usually only appointed where there is a specific and exceptional need [see *further guidance issued to CMATs/Schools on Associate Members*]

A level: General Certificate of Education Advanced level – usually completed by some 16-18 year olds after GCSE

ARE: Age-Related Expectations identify what is expected of a pupil by a specified age or year group. In the national curriculum, there is a set standard of expectation which is defined by threshold descriptors indicating what a pupil should be able to do by the end of key stage 2

Assessment without levels: A common phrase to describe changes to the primary curriculum. Grade descriptions and levels have now been removed from the national curriculum and it is up to primary schools to decide how they track pupil progress and attainment

ASP: Analyse School Performance – DfE replacement for RAISEonline, launched July 2018

Attainment 8: A headline measure of school performance at GCSE introduced from 2016. Measures the achievement of a pupil across English, maths and six further qualifications (three of which must count in the EBacc measure)

Attainment targets: These establish what children of different abilities should be expected to know and be able to do by the end of each key stage of the national curriculum

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

BDGP: Business Development Growth Plan

Board: Board of Trustees (Directors)

CL/Catholic Life: The underpinning ethos and mission of every Catholic school that sets it apart from other schools. Every aspect of school life should demonstrate and be guided by the school community's love of God and love of neighbour

Capital funding: Spending on projects, improvements, and extensions to the school's land and buildings

CESWS (or CES): Catholic Education Service for England and Wales. Body providing support to the Bishops' Conference of England and Wales and Diocesan Education Services within England and Wales

CFO Chief Financial Officer or Financial Director: Appointed by the Trust's board, who is the Trust's finance director and to whom responsibility for the trust's detailed financial procedures is delegated

Chief Executive Officer (CEO): The senior executive leader and head of the executive branch for a group of academies known as a Catholic Multi-Academy Trust (CMAT). Although, not being a headteacher in any academy, they will be ultimately accountable to the Board for all aspects of the CMAT

Coasting school: A school or academy whose performance falls within the government's coasting definition and is therefore, eligible for intervention

Company Secretary: Appointed to support the members of the Trust and its Board

Clerk: The Clerks supports the work of the Board and the Local Governing Bodies (LGB). They provide advice on governance, constitutional and procedural matters. They also offer administrative support to the Board and the LGB and relay information on legal requirements

Collaboration: An agreement between two or more maintained schools to work together on one particular issue. They keep their individual governing boards (bodies), but may set up a joint committee to which they can delegate powers

Community schools: Maintained schools at which the Local Authority (LA) is the employer, owns the land and buildings and sets the admission criteria

Community special schools: Maintained schools which make special educational provision for pupils with statements of special educational needs and disabilities (SEND) or education, health and care plans (EHCs), whose needs cannot be fully met from within mainstream provision. The LA is the employer, owns the land and buildings and sets the admission criteria

Competency framework for governance: A document developed by the Department for Education (DfE), setting out the skills, knowledge and behaviours needed for effective governance

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

CPD: Continuing Professional Development for academy staff

CW/Collective Worship: Daily dedicated time when the school community gives time to the worship of God. This can be as a time of prayer in class, the gathering of different key stages or the whole-school, a non-Eucharistic liturgy or the celebration of holy Mass in school

CMAT: Catholic Multi-Academy Trust consisting of several Catholic academies (see also MAT)

DCI: Diocesan Canonical Inspection, an inspection by representatives of the Local Ordinary (Bishop) and the Diocesan Education Service under Section 48 of the 2005 Education Act and Canon 806 of the Code of Canon Law; that inspects and assesses the quality of Catholic Life, Religious Education and Collective Worship in each academy

DES (NRCDES): Diocesan Education Service – The body appointed by the Local Ordinary (Bishop) to oversee Catholic education within his diocese

DDA: Disability Discrimination Act

Delegated powers: Authority given to a committee including LGB of the MAT/CMAT or the Headteacher to take action on behalf of the MAT Trust Board

Director of Performance and Standards (DPS) or Director of Performance and Standards (DoPS): Appointed within CMATs to provide lead support to schools on standards and outcomes

DfE: Department for Education – the government department responsible for schools and children (formerly DCSF)

DHT: Deputy Headteacher

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 – a maximum of 1265 hours in a school year

Disapplication: A term used where national curriculum requirements may not apply to a pupil

DSG: Dedicated School Grant. Applicable to LA Maintained Schools – funding from central government to the LA, the majority of which is then delegated directly to individual schools through the LA's funding formula. This funding is provided direct to Academies from the ESFA as part of their GAG (General Annual Grant)

DSO: Designated Safeguarding Officer – a person in each school with lead responsibility for safeguarding

Designated Safeguarding Governor: Lead Governor for Safeguarding on the LGB

Designated Safeguarding Director: Lead Director for Safeguarding on the CMAT board

EEF: Education Endowment Foundation is dedicated to breaking the link between family income and educational achievement, ensuring that children from all backgrounds can fulfil their potential and make the most of their talents

EAL: English as an Additional Language

EBacc: A school performance measure based on achievement of GCSEs in 'core academic subjects' of English, maths, history or geography, the sciences and a language

EBD: Emotional and Behavioural Difficulties

Education Forum: Established by the government as a consultative group including the National Governance Association (NGA), the Local Government Association (LGA) and all the teaching and headteacher unions

ESFA: Education & Skills Funding Agency – it is responsible for all revenue and capital funding for schools and is part of the DfE

EHC plans: Education, health and care plans – the document which replaces statements of SEN and Learning Difficulties Assessments for children and young people with special educational needs

ESO: Education Supervision Order, which LAs may apply to deal with cases of poor attendance at school

Ethos: The morals, values and beliefs that do, or at least should, underpin the school culture

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 removal of a pupil from school for serious breaches of the school's behaviour and discipline policy

Executive Headteacher: Unlike a traditional headteacher who leads one school only, an executive headteacher is the lead professional of more than one school; or a lead professional who manages a school with multiple phases; or who has management responsibility significantly beyond that of a single school site

Executive leaders: Those held to account by the Trust Board for the performance of the organisation. This may be the CEO, Executive Headteacher, Headteacher or Principal, as well as other senior employees/staff

Extended schools/ services: Schools that provide a range of services and activities often beyond the school day, to help meet the needs of the pupils, their families and the wider community

EYFS: Early Years Foundation Stage sets standards for the learning, development and care of children from birth to 5 years old

Federation: Two or more local authority maintained (or community) schools governed by one governing body. Not applicable to academies within a MAT

FFT: Fischer Family Trust – a non-profit company that provides data and analyses to LAs and schools in England and Wales

Form of entry: The number of classes of 30 children that a school admits each year

Foundation Governor: A practising Catholic appointed by the Bishop to serve on a LGB

Foundation Director: A practising Catholic appointed by the Bishop to serve on a CMAT Trust Board

Foundation schools: Maintained schools in which the governing body is the employer, owns the land and buildings and sets the admission criteria

Foundation special schools: Maintained special schools, which have the same freedoms as foundation schools

Foundation stage: Curriculum followed by children below statutory school age, in schools and nursery/pre-school provision

Free school: A type of academy, either a new school set up in response to parental demand or a fee-paying school joining the state education system

FSM: Free school meals – pupils are eligible for FSM if their parents receive certain benefits

FS1: Foundation stage one - nursery

FS2: Foundation stage two - reception

Funding agreement: The document which sets out the relationship between an academy/MAT and the ESFA/Department for Education (DfE)

GAG: General Annual Grant replaces the DSG of the LA

GLD: Good level of development

GCSE: General Certificate of Secondary Education

Governor services: May be 'in-house' in larger MATs but often externally commissioned, governor services provide support to the governing board which may be in the form of training, advice or clerking services. This has historically been offered by the local authority through a service level agreement. Some local authorities have maintained these services but others have reduced their services. Academies and maintained schools are free to buy into their local authority's governor services or seek alternative arrangements.

Governing board: Alternative title to MAT or CMAT Trust Board of Directors

Headteacher Board: Each Regional Schools Commissioner (RSC) has a board of elected headteachers of academies in their area to advise on and scrutinise their decisions

HLTA: Higher Level Teaching Assistant

HMCI: Her Majesty's Chief Inspector of Schools

HMI: Her Majesty's Inspector

HR: Human Resources

HSE: Health and Safety Executive

HT: Headteacher

IEP: Individual Education Plan for pupils with special educational needs

IGCSE: International GCSE

INSET: In-Service Education and Training – courses for practising teachers and other school staff

Instrument of Government: A legal document setting out the composition of maintained school governing bodies. Replaced for Academies and CMATS by the Articles of Association

KCSiE: Keeping Children Safe in Education (guidance on safeguarding procedures)

KS 1–4: Key stages 1-4. 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. KS5 applies to 16-19 year-olds but is not part of the national curriculum

LA: Local authority – the LA has certain responsibilities regarding education, for example the educational achievement of looked-after children and for school places planning. It will also provide other services to schools, which may be provided via a service level agreement to maintained schools and in many cases academies

LA Governor: Nominated by the LA but appointed by the governing body of maintained schools (not applicable to academies)

LAC: Looked After Children – Children who are in care provision. May also refer to children who have been in care at any time in the last six years

LACSEG: Local Authority Central Spend Equivalent Grant – the funding academies receive to meet their additional responsibilities (being phased out from 2019-20)

LADO: Local Authority Dedicated Officer – person within the Children’s Workforce team in each Local Authority to whom any safeguarding concerns regarding any practitioner working with children and young people should be reported to by the school Designated Safeguarding Lead

LGA Local Government Association – national organisation supporting and representing local government

LGB: Local governing body – a term often used to describe a committee of a Trust board for an individual school within a MAT. See LGC, academy committee

LGC Local governing committee – a term often used to describe a committee of a Trust board for an individual school within a MAT. See LGB, academy committee

LGPS: Local Government Pension Scheme (support staff)

LLE: Local Leader of Education - successful Headteachers who work as system leaders to support school improvement

Maintained schools: Publicly funded schools overseen by the local authority. These schools must follow the national curriculum and national pay and conditions guidelines

Master Funding agreement: The document which sets out the relationship between an academy/MAT and the Education Skills Funding Agency (ESFA)/Department for Education (DfE)

MAT: Multi academy trust – where two or more academies are governed by one trust and a board of directors

MAT Board: Common term for the board of directors overseeing a multi academy trust

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

MFL: Modern Foreign Languages

MLT: The Middle Leadership Team in a school

MYG: Mixed Year groups

NAHT: National Association of Head Teachers – a headteacher union

NASBM: National Association of School Business Managers

NASUWT: National Association of Schoolmasters Union of Women Teachers – a teaching union

National College: National College for Teaching and Leadership – the organisation responsible for national training programmes for school leaders, aspiring school leaders and the development of leaders of Children’s Services. In particular, it is responsible for the National Professional Qualification for Headship, the Chairs of Governors’ Leadership Development Programme and National Clerks’ Development Programme

National curriculum: This was established by the 1988 Education Reform Act to ensure that all pupils receive a broad and balanced education, which is relevant to their needs. Academies do not need to follow the national curriculum, but many still choose to

National Schools Commissioner (NSC): A civil servant responsible for co-ordinating the work of the eight RSCs

NFER: National Foundation for Educational Research

NGA: National Governors’ Association. The national membership organisation for school governors

NLE: National Leaders of Education are strong school leaders, who have experience of effectively supporting schools in challenging circumstances. NLEs work alongside teaching schools and other system leaders to support school improvement

Non-teaching (support) staff: Members of the school staff employed to provide services in a school, such as teaching assistants, cleaners and office staff

NOR: Number on roll

NPQH: National Professional Qualification for Headship – training for new or aspiring headteachers

NPSL: National Professional Qualification for Senior Leadership

NQT: Newly Qualified Teacher

NEU: National Education Union - a merger of NUT and ATL

Ofqual: Office of the Qualifications and Examinations Register – the regulator of examinations and qualifications

Ofsted: Office for Standards in Education, Children’s Services and Skills – the body which inspects education and training for learners of all ages and inspects and regulates care for children and young people

OSV: Off Site Visits

PAG: Prior Attainment Groups

PAN: Published Admissions Number – the number of children to be admitted to any one year group in the school

Parent governor: Member of the LGB elected by the parents of the school’s pupils

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

PE and sports premium: Funding for years 1 to 6 to provide additional PE and sport beyond that already provided in the curriculum

PFI: Private Finance Initiative – enables local authorities to enter into contracts with the private sector for the provision of new and/or improved capital assets (infrastructure for example) and related services

PGCE: Post-Graduate Certificate of Education

PI: Performance Indicators (sometimes called key performance indicators). Used to evaluate the success of a school or of a particular activity in which it engages

PPA: Planning, Preparation and Assessment – 10% guaranteed non-contact time for teachers

Progress 8: A headline measure of school performance at GCSE introduced from 2016. It aims to capture the progress a pupil makes from the end of KS2 to the end of KS4

PRP: Performance Related Pay – schools following the STCPD must now ensure teachers’ pay is linked to their performance

PRU: Pupil Referral Unit – alternative education provision for pupils unable to attend a mainstream school or special school

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

PSPs: Personal Support Plans

PTA: Parent Teacher Association – or PSA (Parent Staff Association)

PTA UK: National membership organisation for parent teacher associations – formerly NCPTA

PTR: Pupil/Teacher Ratio – this is calculated by dividing the number of pupils in a school by the number of full-time equivalent teachers

Public Sector Equality Duty: decisions affect people who are protected under the Equality Act 2010

Pupil premium: Funding allocated to schools to support pupils eligible for FSM, in care, or who have parents in the armed forces

Pupil profile: Broad evaluation of a pupil’s personality, interests and capabilities – this forms part of the pupil’s Record of Achievement

QTS: Qualified Teacher Status

Quorate: A meeting is quorate if a sufficient number of members are present. Decisions can only be ratified if a meeting is quorate [see guidance on quoracy contained in the ‘Local Governing Body Handbook’ issued to CMAT/School]

R and R: Recruitment and retention allowance. An allowance payable under school teachers pay and conditions document (**STPCD**) for issues of recruitment and retention.

RAISEonline: Reporting and Analysis for Improvement through School Self-Evaluation is the web- based system to disseminate school performance data to schools. Replaced by ASP from September 2018

RE: Religious Education - all Catholic schools are required to give 10% of their timetable to teaching Religious Education which is in keeping with the directives of the Bishops’ Conference of England and Wales and the DES

Regional Schools Commissioners (RSCs): Civil servants that act on behalf of the Secretary of State. Their responsibilities include intervening in underperforming academies and free schools, making decisions on conversion to academy status, and encouraging and deciding on applications for academy sponsors. There are eight RSCs serving different regions, reporting to the Schools Commissioner.

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

Revenue funding: Revenue funding can be spent to provide services and buy items that will be used within a year. Examples include salaries, heating, lighting, services and small items of equipment

ROA: Record of Achievement

RSE: Relationships and Sex Education

RQT: Recently qualified teacher

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

SATs: Standard Assessment Tasks – used for national curriculum assessment

Scheme of delegation: A document defining the lines of responsibility and accountability in a MAT, sometimes referred to as a Roles and Responsibilities document

School business manager: In a maintained school the professional employed with responsibility for financial management and often other areas such as human resources and health and safety management. Usually part of the senior leadership team. In the CMAT some of these areas of responsibility are undertaken by the CMAT central team

School census: A statutory return which takes place during the autumn, spring, and summer terms. Maintained schools and academies should take part in the census

School development plan (SDP) or School Improvement Plan (SIP): The operational document describing how the school will work towards the strategic priorities

Schools Forum: A Schools Forum for maintained schools established in each LA area to advise on the allocation of DSG funding for LA Maintained schools – the majority of places on this board should be filled by governors and headteachers, preferably in equal numbers

SCR: Single Central Record

SCR: Serious Case Review

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

SEF: School Self Evaluation Framework/Form. Document designed to support identification of areas for development

SEND: Special Educational Needs and Disabilities – learning difficulties for which special educational provision has to be made

SENCO: SEN Co-ordinator – the teacher responsible for co-ordinating SEND provision in the school

SENDIST: Special Educational Needs and Disability Tribunal

Service level agreement: A contract between a service provider (the local authority or another private sector provider) and a school that defines the level of service expected from the service provider

Service premium: Funding allocated to schools to support pupils whose parents are serving in HM armed forces, or have at any time since 2011, or who are in recipient of a child's pension from the ministry of defence

Secretary of State for Education: The senior government minister with responsibility for education. Leads the Department for Education

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

SFVS: Schools Financial Value Standard – a means for the governing board of a maintained school to assess its financial processes, capabilities and skills

Short inspection: A one day Ofsted inspection carried out at 'good' schools (or special schools, nurseries, and PRUs judged 'outstanding')

SIMS: Schools Information and Management System – a computer package to assist schools in managing information on pupils, staff and resources, provided by Capita

SLT: School Senior Leadership Team

SMSC: Spiritual, moral, social and cultural development

Special school: Pupils with a statement of special educational needs and disabilities (SEND) or an education, health and care plan, whose needs cannot be fully met from within mainstream provision

Special Unit (or Resourced Provision): A unit attached to a mainstream school to cater for children with specific special needs

Sponsor: An organisation or person who has received approval from the DfE to support an underperforming academy or group of academies. Examples of sponsors include academies, businesses and charities.

SSAT: Specialist Schools and Academies Trust

Statementing: Officially assessing a child as having special educational needs. In 2014 this procedure was replaced by education, health and care plans

STPCD: School Teachers' Pay and Conditions Document – an annually published document which forms a part of the contract of all teachers and headteachers in maintained schools in England and Wales. Many academies will also follow the STPCD

Strategic plan: The school's strategic document which sets out a small number of key priorities for the school over the next 3-5 years. The LGB should work with the CMAT Trust Board on developing the strategic plan for the school

STRB: School Teachers' Review Body – makes recommendations to the Secretary of State on teachers' pay

Streaming: Placing pupils in classes according to their ability across a range of subjects

Supplemental Funding agreement: The document which sets out the relationship between an academy, MAT and the Education Skills Funding Agency (ESFA)/Department for Education (DfE)

TA: Teaching Assistant

Teaching schools: Schools that work with others to provide CPD for school staff and governors

Teaching school alliances (TSA): Led by teaching schools and include schools that are benefiting from support as well as strategic partners

Terms of reference: The scope and limitations of a committee's activity or area of knowledge

TLA Review: Teaching, Learning and Assessment Review completed by leaders across the CMAT.

TLR Teaching and Learning Responsibility – payments made to teachers for an additional responsibility

TPS: Teachers' Pension Scheme

Trust Deed: The deed by which a voluntary aided or a voluntary controlled school has been established. Replaced for academies by the Articles of Association

Trustee board: The board of Directors of a single academy trust or MAT/CMAT

UNISON: Union of Public Employees. Many school support staff will be members of this union

UPR: Upper pay range (teachers). May also be called UPS (Upper pay Scale)

Virtual school Headteacher: Looked after children are on a virtual school roll, and each local authority will employ an experienced teacher to oversee the educational progress of all children under the care of that particular LA. The virtual school headteacher will have the specialist knowledge to provide extra support to designated teachers. They will also work with professionals in the Children's Services department of the council and with all schools in the area to promote the education of children in care

VA: Voluntary Aided - A school set up and owned by a voluntary board, usually a church board, largely financed by the LA. The governing board employs the staff and controls pupil admissions and religious education. The school's buildings and land (apart from playing fields) will normally be owned by a charitable foundation. VA schools set their own admissions criteria in line with the admissions code.

Value Added (VA): The progress schools help pupils make relative to their individual starting points

VC: Voluntary Controlled: usually a denominational school wholly maintained 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

Vision: The school's vision should, in a few sentences, describe what the school will look like in three to five years' time

VOICE: A teaching union

Vocational: A subject that would not be considered academic in the traditional sense. Students in key stage 4 and key stage 5 may undertake a vocational apprenticeship or qualification as a viable alternative to GCSEs or A levels

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

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