

## Annex 3 - Glossary

### A

**ACCAC** - previously the agency responsible for advising on qualifications and the school curriculum. It merged with the (WAG's) new Department for Education Lifelong Learning and Skills (DELLS) on 1 April 2006 (now Department for Children, Education Lifelong Learning and Skills (DCELLS)).

**Additional Learning Needs (ALN)** – a person has ALN if they receive education and training and has a greater difficulty in learning than the majority of persons of the same age or have a physical or mental impairment or progressive health condition (see chapter 13 Children with ALN).

**Admission Authority** – LAs are admission authorities with responsibility for admissions to community and voluntary controlled schools. The governing body of a foundation or voluntary aided school is the admission authority for the school.

**Admission Forum** – all LA areas are required to have an Admission Forum. Admission Forums are groups of local admission stakeholders which scrutinise admission arrangements and discuss their effectiveness.

**Advisory Centre for Education (ACE)** – a national charity that provides advice and information to parents and carers on a wide range of school based issues.

**Advisory, Conciliation and Arbitration Service (ACAS)** – national organisation devoted to preventing and resolving employment disputes.

**AENCO** – Additional Educational Needs Co-ordinator.

**Age-Weighted Pupil Unit (AWPU)** – an amount per pupil a school receives under the delegated budget.

**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).

**Annual Parents' Meeting (APM)** – the meeting of governors with parents required to be held annually (subject to certain exemptions).

**Annual Report** – the report each governing body is required to produce and publish annually on its work.

**Appraisal** - The process of assessing how well a member of staff is carrying out his or her job.

**Assessment** - the arrangements by which teachers monitor pupils' progress (see also Statutory Assessment).

**Association of Directors of Education in Wales (ADEW)** – the professional group of LA officers accountable for statutory education functions in each of the LAs in Wales.

**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.

**Attendance Register** – A register is called at the beginning of the morning session and once during the afternoon. It must contain the names of all the pupils that attend a school.

**Attendance Targets** – Overall targets for reducing absence set by governing bodies.

**Authorised Absence** – Where the absence of a pupil has been agreed by the person authorised on their behalf by the proprietor of the school.

## **B**

**Ballot** - a method of voting, normally secret.

**Better Schools Fund (BSF)** – grant funding provided by the WAG to support schools and LAs in the development of educational initiatives and innovation.

## **C**

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

**Casting Vote** - an additional vote to be used by the person chairing a meeting of a governing body or committee where an equal number of votes are cast for and against a motion.

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

**Catholic Education Society (CES)** – the body which supports and promotes Catholic Education in England and Wales.

**Chief Education Officer (CEO)** – the chief officer within a LA with responsibility for education.

**(The) Children's Commissioner for Wales** - an independent post established to be the champion of children's rights in Wales.

**Children and Young People's Plan (CYPP)** – An overarching strategic plan for children's services published by a LA.

**Circular** - policy statement issued by the WAG or the Department for Children, Schools and Families in England, which does not have the status of law, but which gives guidance on interpretation and implementation of the law.

**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.

**Collaboration** – Where two or more governing bodies may arrange for any of their functions to be discharged jointly by holding joint meetings and/or having joint committees.

**Collective Worship** – a daily act of worship for all pupils in the school which is broadly Christian.

**Community Focused 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.

**Community Governor** – A person appointed as a governor whom the governing body considers to be committed to the good government and success of the school. This person may or may not live or work in the community served by the school.

**Community School** – a school in England and Wales that is fully funded by the LA and where the LA holds the contracts of employment for staff. See also Chapter 3 Governing Body Constitution.

**Community Special School** – A state school in England and Wales that is wholly owned and maintained by the LA providing for pupils with special educational needs (SEN). See also Chapter 3 Governing Body Constitution.

**Continual Professional Development (CPD)** – a process relevant to all staff, involving increasing staff skills, knowledge and understanding.

**Contingency Fund** - money set aside for unexpected costs.

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

**Criminal Records Bureau (CRB)** - an Executive Agency of the Home Office, provides wider access to criminal record information through its [Disclosure service](#).

**Criminal Records Bureau Disclosure** – a check undertaken on any individual who is to work (paid or unpaid) with children. There are two levels of CRB check currently available; called Standard and Enhanced Disclosures.

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

**Curricular Record** – a formal record of a pupil's academic achievements, other skills and abilities and progress in the school.

**Curriculum Statement** – a statement of the principles underpinning the curriculum and the schools commitment to developing all aspects of pupil's lives.

## D

**Data Protection Act 1998 (DPA)** - An Act making provision for the regulation of the processing of information relating to individuals, including the obtaining, holding, use or disclosure of such information.

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

**Department for Children, Education, Lifelong Learning and Skills (DCELLS)** – the WAG Department responsible for children's services, education and training provision in Wales.

**Department for Children, Schools and Families (DCSF)** - central government department with responsibility for children and education in England only.

**Diocese** - the area over which a bishop has jurisdiction.

**Disability Discrimination Act(s) (DDA)** - Acts which make it unlawful to discriminate against disabled persons in connection with employment, the provision of goods, facilities and services or the disposal or management of premises.

**Disability Rights Commission (DRC)** - The Disability Rights Commission (DRC) finished on 28 September 2007 - its responsibilities transferred to the Equality and Human Rights Commission (EHRC) (see below).

**Disapplication** - term used where parts or all of the national curriculum requirements are lifted or modified in relation to a pupil in specified cases or circumstances.

**Dual Use** - the use of any part of school premises by community groups and others, whether during or outside of school hours.

## E

**Early Years and Development Childcare Partnership (EYDCP)** – the body that each LA is required to establish to oversee the provision of early years provision.

**Economic and Social Research Council (ESRC)** – UK agency for research funding and training in economic and social sciences.

**Education for Sustainable Development and Global Citizenship (ESDCG)** - a study of the crucial issues facing the planet and how individuals play a part in helping shape the future.

**Education Welfare Officer (EWO)** - an officer employed by a LA who works with schools, children, parents, etc., to promote regular school attendance, deal with absenteeism and help children and young people at risk of exclusion.

**English as an Additional Language (EAL)** – where English is not the first language.

**EBD** - Emotional and Behavioural Difficulties.

**Estyn** - the office of Her Majesty's Inspectorate for Education and Training in Wales. An independent inspection service, led by Her Majesty's Chief Inspector of Education and Training in Wales.

**Equality and Human Rights Commission (EHRC)** – the Commission which works to support equality and human rights for all.

**Exclusion** - banning a pupil from school by the head teacher, either for a fixed period of time or permanently, on disciplinary grounds.

**Ex Officio Governor** – a governor who is automatically a governor or able to attend meetings of a governing body by virtue of the office they hold, for example a head teacher.

## F

**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.

**Federation of Governing Bodies** – The arrangement whereby two or more schools join together under a single governing body. The schools remain separate schools but are governed by one body.

**Form of Entry** - number of classes that a school admits each year.

**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 to be a member of a school's governing body, otherwise than by the LA, to ensure that the school preserves its particular religious character or that it is conducted in accordance with the terms of a trust deed (or, if a school has neither religious character nor a trust deed, is appointed as a foundation governor).

**Foundation Phase** – the learning framework for children 3 to 7 years old in Wales.

**Foundation School** – A type of state school introduced by the [School Standards and Framework Act 1998](#). See also Chapter 3 Governing Body Constitution.

**Foundation Special School** – as above but it differs from a foundation school, in that it caters for children with special educational needs (SEN).

**Free School Meals (FSM)** – meals requiring to be provided for pupils who meet certain qualifications.

**Freedom of Information Act 2000 (Fol)** – legislation defining what information public sector organisations are obliged to provide on request.

**Full Time Equivalent (FTE)** - the proportion of a nominal full-time position that a part-time position is judged to constitute.

## G

**GB** - Governing Body.

**GCSE** - General Certificate of Secondary Education.

**General Teaching Council For Wales (GTCW)** – the statutory self-regulating professional body for the teaching profession in Wales.

**GNVQ** - General National Vocational Qualification.

**Governors Wales** – the National Association for Governors in Wales.

## H

**HE** - Higher Education.

**HOD** – Head of Department.

**HOY** - Head of Year.

**Health and Safety Executive (HSE)** – the body established in Great Britain to protect people against risks to health or safety arising out of work activities.

**Her Majesty's Chief Inspector (HMCI)** – the Head of Estyn (see Estyn).

**Her Majesty's Inspector (HMI)** – Person appointed by the Chief Inspector to support him/her in his/her statutory duties.

**HLTA** - Higher Level Teacher Assistant.

**Home–School Agreement (HSA)** – 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.

## I

**ICT** - Information Communication Technology.

**Independent School** – Any school that provides full-time education for five or more pupils of compulsory school age, which is not maintained by a LA and is not a non-maintained special school. Some of the larger independent schools are known as public schools.

**Independent Safeguarding Authority (ISA)** – agency created to help prevent unsuitable people from working with children and vulnerable adults, by working in partnership with the Criminal Records Bureau (CRB), to gather relevant information on every person who wants to work or volunteer with vulnerable people.

**Individual Education Plan (IEP)** – a plan drawn up by a class teacher to help identify a child's needs and to target areas of particular difficulty.

**Individual School Range (ISR)** - a range of seven salary points on the leadership spine, on which the head teacher is paid. Normally a school's ISR would fall within the range of points of the school's group size.

**Information Commissioner** – The independent office holder set up to oversee and enforce the Freedom of Information Act and the Data Protection Act. More information can be found at [www.ico.gov.uk](http://www.ico.gov.uk).

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

**Instrument of Government** - legal document providing for the composition of a governing body of a school.

**Investors in People (IIP)** – the organisation set up to manage the development, marketing, promotion and quality assuring the Investors in People Standard, Models and Profile.

## K

**Key Stage(s)** - the stages of pupils' progress in acquiring knowledge and skills as set out in the National Curriculum.

## L

**LA** – Local Authority.

**LAP** - Language and Play.

**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** - Local Education Authority.

**LEA Governor** – a category of governor, appointed by the LA.

**LEA-Maintained School** - see maintained school.

**Legislative Competence Order (LCO)** – a type of legislation which transfers specific powers from Parliament to the National Assembly for Wales. When passed it gives the NAW the power to make law for Wales (known as Measures) for the topic in the LCO. See also Measure.

**List 99** – A list maintained by the Department for Children, Schools and Families of those people who are barred from working in schools and further education establishments. See also Independent Safeguarding Authority (ISA) above.

**Looked-After Child** – A child who, as defined in [Section 22\(1\) of the Children Act 1989](#), is cared for by a LA or is provided with accommodation by a LA under a voluntary agreement with his or her parents, or who is the subject of a care order.

**Local Management of Schools (LMS)** - a scheme for delegating financial responsibility from the LA to schools (now replaced by Fair Funding).

**LPSH** - Leadership Programme for Serving Head teachers.

## M

**Maintained Nursery School (MNS)** – A school providing education for children aged from three to five, maintained by a LA. See also Chapter 3 Governing Body Constitution.

**Maintained School** - a school for which a LA has financial and administrative responsibility. See also Chapter 3 Governing Body Constitution.

**Maintained Special School** – A special school that caters wholly or mainly for children with statutory statements of SEN, for which a LA has financial and administrative responsibility.

**Measure** - The National Assembly for Wales may, following the Government of Wales Act 2006, pass Assembly Measures. These are akin to Parliamentary Bills. Measures make primary legislation for Wales.

**MLD** - Moderate Learning Difficulties.

## N

**National Assembly for Wales (NAfW)** – The National Assembly is the 60 Assembly Members (AMs) elected by the people of Wales.

**National Association for Special Educational Needs (NASEN)** - UK organisation which aims to promote the education, training and development of those with special and additional support needs and disabilities.

**National Confederation of Parent Teacher Associations (NCPTA)** - a national charity set up to support PTAs across England, Wales and Northern Ireland.

**National Curriculum** - The national curriculum provides a broad and balanced education for all children, is divided into key stages according to age.

**National Foundation for Educational Research (NFER)** - independent provider of research, assessment and information services for education, training and children's services.

**National Grid for Learning (NGfL)** - The National Grid for Learning Cymru (NGfL Cymru) organisation established to develop a library of interactive resources for teachers and learners at all levels.

**National Professional Qualification for Headship (NPQH)** – a National qualification for head teachers. Any person taking up their first appointment as a HT in Wales is required to hold the NPQH.

**Non Governor Member** – a person who is not a voting member of the governing body but who is appointed to be part of the GB or its committees for their expertise, etc. See Chapter 3 Governing Body Constitution for full detail.

**NOR** - Number on Roll.

**NQT** - Newly Qualified Teacher.

**NRA** - National Record of Achievement.

**NVQ** - National Vocational Qualification.

## O

**Office for Standards in Education (OfSTED)** - the inspectorate for children and learners in England only.

**Office of Public Sector Information (OPSI)** - provides guidance about official publishing and on a range of copyright and access issues, and easy access to UK and Welsh legislation.

**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 what a school actually spent by the end of the financial year.

## P

**Parent** - includes any person having all the rights, duties, powers, responsibility and authority (see Parental Responsibility below) 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 and represent their interests. May also be appointed by a governing body in a situation where it has not been possible to fill a position by election.

**Parent Governor Representative (PGR)** – a parent governor, elected by other parent governors in a LA area, to represent them on LA committees dealing with education.

**Parental Responsibility** – This means all the rights, duties, powers, responsibilities and authority that 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.

**Performance Indicator (PI)** - An agreed indicator used to measure performance attainment and to assess changes in performance.

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

**PGCE** - Post-Graduate Certificate of Education – qualification for teachers.

**Preparation, Planning and Assessment time (PPA)** – guaranteed time available to teachers to enable them to raise standards through individual or collaborative professional activity introduced by the Raising Standards and Tackling Workload Agreement.

**Professional Headship Induction Programme (PHIP)** – programme for newly appointed head teachers.

**PTA** - Parent Teacher Association.

**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 Level Annual School Census (PLASC)** - the statutory collections of school information and pupil details, characteristics and curriculum.

**Pupil Referral Unit (PRU)** – a unit established to provide suitable and appropriate education to children of compulsory school age who, because of illness, exclusion or otherwise, are unable to attend a maintained (ie mainstream or special) school.

**Pupil/Teacher Ratio (PTR)** – the number of pupils per teacher.

**Pupil's Educational Record** – consists of a pupil's curricular record and a teacher's record.

**Pupils on Roll** – Also Number of Roll (NoR). The pupils registered at a school.

## Q

**QTS** - Qualified Teacher Status.

**Quorum** - the number of voting governors who must be present to validate the proceedings of a meeting of the governing body or a committee.

**R**

**Regulations** – legislation made by a government department which is directly linked to an Act of Parliament. They are legally binding on governing bodies and others (see also Statutory Instrument).

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

**ROA** - Record Of Achievement.

**S**

**SACRE** - see Standing Advisory Council on Religious Education.

**School Teachers' Pay and Conditions Document (STPCD)** – a document published annually, relating to the pay and conditions of employment of all teaching staff in England and Wales.

**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 teacher's pay.

**School Development Plan (SDP)** – (see also School Improvement Plan) (SIP) the key document setting out the priorities and strategies for a school's development over a rolling period.

**SENCO** - Special Educational Needs Co-ordinator (now AENCO – Additional Educational Needs Co-ordinator).

**Service Level Agreement (SLA)** – a contract between a provider and a customer that explains the terms of the provider's responsibility to the customer.

**SLD** - Severe Learning Difficulties.

**SI** - see Statutory Instruments.

**SIMS** - School Information and Management System.

**SIP** - School Improvement Plan see also School Development Plan (SDP).

**SMT** – Senior Management Team (of the school).

**Special Educational Needs (SEN)** - learning difficulties for which a pupil needs special educational help, can also be Additional Learning Needs (ALN).

**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.

**Standard Spending Assessment (SSA)** - used to distribute the Revenue Support Grant (RSG) to LAs. The government's view of what each LA needs to spend to deliver a standard level of services.

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

**Statement of Special Education Needs** - a written statement of a child's special educational needs and any extra help he or she should get.

**Statutory Assessment** – The statutory assessment to monitor pupil's progress at 7, 11 and 14 years.

**Statutory Instrument (SI)** - legislation made under the authority of an Act of Parliament. It has the same force in law as an Act of Parliament.

**STA** - Statutory Teacher Assessments.

**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.

## T

**TA** - Teaching Assistant.

**Teacher's Record** – any record kept by a teacher at the school which is not intended to be kept solely for the teacher's own use. It forms part of a Pupil's Educational Record.

**Teaching and Learning Responsibility (TLR)** - a responsibility payment for teaching staff.

## U

**UPN** - Unique Pupil Number.

**UPS** - Upper Pay Spine (for teaching staff).

**V**

**Voluntary Aided (VA) School** - the GB holds its own premises and employs the staff, the LA provides revenue funding. See also Chapter 3 Governing Body Constitution.

**Voluntary Controlled (VC) School** - land and buildings of the school are often owned by a voluntary organisation, but the LA employ the staff and have primary responsibility for admission arrangements (see Chapter 3 Governing Body Constitution for definition).

**W**

**WAG** – Welsh Assembly Government.

**Wales Audit Office** - Independent body that scrutinises expenditure by public bodies in Wales.

**Welsh Baccalaureate** – a qualification for students in Wales for 14 to 19 year old students, which combines personal development skills with qualifications like A levels, NVQs and GCSEs.

**Welsh Joint Education Committee (WJEC)** - a provider of education and assessment services in Wales and England.

**Welsh Language Board** - the statutory body responsible for promoting and facilitating the use of the Welsh language.

**Welsh Local Government Association (WLGA) (Cymdeithas Llywodraeth Leol Cymru)** - represents the interests of LAs in Wales. The fire and rescue authorities, the police authorities and the national park authorities are associate members.