

Governance Abbreviations and Glossary of Terms

A Level	General Certificate of Education Advanced level – usually completed by some 16–18-year-olds after GCSE
Academy	Academies are publicly funded independent schools. Academies have different governance arrangements from other schools (such as Local Authority-maintained schools)
Academy Committee	The body to which trustees delegate local governance functions, they are often called Local Governing Bodies (LGBs), academy councils or similar
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)
Academies	Charitable Companies Limited by guarantee and governed by a Board of Trustees who are also Directors. Directly funded and accountable directly to the Secretary of State
ACE	Advisory Centre for Education
Admissions Code	A document providing statutory guidance on school admissions with which all schools must comply
AI	Assigned Inspector
Articles of Association	The formal governing document for an academy that sets out its rules for operating, including the composition of the governing board
Associate Members	Individuals appointed by the Governing Body of a maintained school. They are not part of the Governing Body but are allowed to attend meetings and sit on committees and can be given voting powers. They are appointed between one and four years, with the opportunity for re-appointment. An Associate Member could be a pupil, member of staff or someone with expertise in a particular area. Academies' Articles of Association allow them to appoint non-governors to committees and give them voting right
ATL	Association of Teachers and Lecturers
ATH	A handbook issued by the ESFA that sets out the management and governance requirements that apply to all academy trusts. (Formerly Academies Financial Handbook)

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 differing ability should be expected to know and be able to do by the end of each Key Stage of the National Curriculum
APP	Assessing Pupil Progress
AQA	Assessment and Qualifications Alliance
ASP	Analysing School Performance
AWL	Assessment Without Levels
AWPU	Age-weighted Pupil Unit.
Baseline Assessment	Assessment of pupils' attainment on entry to year 1 – it is not statutory, but many local authorities encourage schools to carry it out. Schools may now decide to conduct baseline assessments in reception, but again this is not a statutory requirement
Best Value	A commitment which the Local Authority makes to ensure that services provided are to clear standards of cost and quality by the most efficient, effective, and economic means available
BEST	Behaviour and Education Support Team
Board of Trustees	Refers to academy trusts and MATs only
BTEC	Business and Technology Education Council
Bursar	A school's administration or business manager. The exact role of a Bursar varies from school to school, but their duties almost always include financial and administrative management, and many are involved in strategic planning and risk management
CAF	Common Application Form
CAMHS	Child & Adolescent Mental Health Service
Capital Funding	Spending on projects, improvements, and extensions of the school
Capitation Allowance	The part of the school's annual budget allocated to spending on
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
CAT	Communication & Autism Team

CEO	The lead professional and head of the executive branch for a group of academies known as a multi academy trust (MAT). Although not a Headteacher in any school, they are ultimately accountable to the Governing Board for all aspects of the MAT as a whole
CFO	All MATs are required to appoint a CFO, although Trusts may give this person another title (such as finance director or chief operating officer). Their role is to have strategic oversight of the financial performance of each academy within the trust
CFR	Consistent Financial Reporting
Chair's Action	In maintained schools the chair is allowed to take decisions without asking the governing body if a delay will be detrimental to the school, a member of staff, a pupil, or a parent. In academies, this power is not automatic and must be delegated to the chair
Children's Centres	The aims of Children's Centres are to provide good quality integrated services that have a broad and lasting impact on children, their parents, and the wider community, e.g., education, care, family support and health
CIF	Common Inspection Framework
CIN	Child In Need
Clerk	The clerk provides advice on governance, constitutional and procedural matters. They also offer administrative support to the Governing Board and relay information on legal requirements. See also 'Governance Professional'
Collaboration	An agreement between two or more schools to work together on one particular issue. The schools keep their individual governing boards, 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. The LA also take a proportion of income known as 'top slice' for the provision of central services such as HR, legal etc
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 (EHC) Plans, 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	A document developed by the DfE, setting out the skills, knowledge and behaviours needed for effective governance
Co-opted Governor	A Governor representing the community and or a local business appointed by members of the Governing Body
COG	Chair of Governors

	Co-ordinator of Governance
CP	Child Protection
CPD	Continuing Professional Development
DBS	Disclosure and Barring Service (was CRB)
DDA	Disability Discrimination Act (1995)
Delegated Budget	Money provided to schools, which Governors can manage at their discretion
Delegated Powers	Authority given to a committee, an individual Governor or the Headteacher to act on behalf of the Governing Board. In Multi Academy Trusts this also refers to powers delegated to Academy Committees
Designated Person	Liaises with other services on behalf of young people in care and has a responsibility for promoting their educational achievement
DfE	Department for Education
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 Head. Maximum of 1265 hours in a school year
Disapplication	A term used where National Curriculum requirements may not apply to a pupil
DHT	Deputy Headteacher
DSG	Dedicated Schools Grant
DSL	Designated Safeguarding Lead
DT	Designated Teacher Design Technology
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
ECT	Early Career Teacher
EGPS	English Grammar, Punctuation & Spelling

EHCP	Education, Health and Care Plans – the document which replaces statements of SEN and learning difficulties assessments for children and young people with special educational need
EHT	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
EL	Executive Leaders - Those held to account by the board for the performance of the organisation. This may be the CEO, Executive Headteacher, Headteacher or Principal, as well as other senior employees/staff, depending on the structure of the organisation
EP	Educational Psychologist
ET	Employment Tribunal
ESFA	Education and Skills Funding Agency – a single funding agency accountable for funding education and training for children, young people and adults (formerly the EFA and SFA)
ESO	Education Supervision Order, which LAs may apply for to deal with cases of poor attendance at school
Ethos	The morals, values and beliefs that 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
Exclusion	The temporary or permanent removal of a pupil from school for serious breaches of the school's behaviour and discipline policy
Ex Officio	Able to attend meetings by virtue of holding a particular office
Extended Schools	Schools offering extended services such as study support, childcare, parental support, health, and social care
EYFS	Early Years Foundation Stage
Fair Funding	The framework for delegating money to schools
FE	Further Education
Federation	Two or more schools working in a formal partnership
FFT	Fischer Family Trust – a non-profit company that provides data and analyses to LAs and schools in England and Wales
FGB	Full Governing Board/Body

F&GP	Finance & General Purposes
FOI	Freedom of Information
Form of Entry	The number of classes of 30 children that a school admits each year
Formula Funding	An LA formula for allocating money to schools
Foundation Governor	Appointed by the foundation 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 Schools	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
Funding Agreement	The document which sets out the relationship between an academy/MAT and the Education and Skills Funding Agency ESFA/Department for Education (DfE)
GAG	General Annual Grant (applies to Academies)
GB	Governing Body/Board. Refers to the board of maintained schools (Governing Body) and academies/MATs (Board of Trustees)
G&T	Gifted and Talented pupils with a gift or talent to achieve higher than expected national curriculum levels
GCSE	General Certificate of Secondary Education
GDPR	General Data Protection Regulations
Governance Professional	A collective description for all those involved in supporting and advising governing boards in schools and trusts (including clerks, governance managers and directors of governance)
Governor Services	May be 'in-house' in larger MATs but often externally commissioned, governor services provide essential 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. Academies and maintained schools are free to buy into their local authority's governor services or seek alternative arrangements

GTP	Graduate Teacher Programme – a programme delivered jointly between a university and a school to enable a graduate to achieve Qualified Teacher Status.
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 Inspectors
HR	Human Resources
HSE	Health and Safety Executive
HT	Headteacher
ICFP	Integrated curriculum and financial planning – a collaborative process that brings together the governance, education leadership and business support functions in a school or trust. Effective ICFP helps schools and trusts design a curriculum that is affordable and sustainable
ICT	Information and Communications Technology
IDSR	Inspection Data Summary Report
IEB	Interim Executive Board - appointed by the local authority (LA) or Regional Schools Commissioner (RSC) in accordance with the Education Act 2006 to replace the governing body of a maintained school that is eligible for intervention.
IEP	Individual Education Plan for pupils with special educational needs
INSET	In-Service education and training – courses for practising teachers and other school staff
IOG	Instrument of Government - A legal document setting out the composition of maintained school Governing Bodies/Boards
IRP	Independent Review Panel. Used to hear exclusion appeals.
ISBL	Institute of School Business Leaders
ISCG	Information for School and College Governors
ISR	Individual School Range
ITT	Initial Teacher Training

Inclusion	Educating all pupils, whatever their needs, within mainstream schools
Inset Day	In-Service Education and Training day more commonly known as a Teacher Training Day – each year, five days during term-time are set aside for staff training. Pupils do not attend school on these days
Key Stages (KS)	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 also provides 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
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
LGA	Local Government Association – national organisation supporting and representing local government
LGB	Local Governing Board - a term often used to describe a committee of a trust board for an individual school within a MAT.
LMS	Local Management of Schools – a system whereby schools are responsible for their delegated budgets and managing their own affairs
LSA	Learning Support Assistant
LSCB	Local Safeguarding Children Board
Maintained Schools	Publicly funded schools overseen by the Local Authority. These schools must follow the national curriculum and national pay and conditions guidelines
MAST	Multi Agency Support Team
MAT	Multi Academy Trust – where two or more academies are governed by one Trust (the Members) and a Board of Trustees (the Trustees)
Mixed Ability	A teaching group in which children of all abilities are taught together
MLD	Moderate Learning Difficulties (Special Needs)
NAHT	National Association of Headteachers

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 do so.
NASBM	National Association of School Business Managers (now ISBL)
NASUWT	National Association of Schoolmasters/Union of Women Teachers
NCTL	National College for Teaching and Learning
NEET	Not in Education, Employment and Training
NFF	National Fair Funding formula
NGA	National Governors Association
NOR	Number on Roll
NPQH	National Professional Qualification for Headship – a qualification for aspiring Headteachers which all new Headteachers should hold.
NQT	Newly Qualified Teacher (now referred to as ECT)
NSC	National Schools Commissioner
NUT	The National Union of Teachers
NVQ	National Vocational Qualifications
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
PAN	Published Admission Number - the number of children the LA (or governing board of a foundation or voluntary aided school or academy trust) determines must be admitted to any one-year group in the school
Parent Governor	Member of the Governing Board elected by the parents of the school’s pupils
PCT	Primary Care Trust
PEP	Personal Education Plan
Peripatetic Teacher	A teacher who gives specialist instruction e.g., in music
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 – a teaching qualification which includes a period of practical teaching experience
PLASC	A DfE 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 etc
PPA	Planning, Preparation and Assessment time
PPG	Pupil Premium Grant
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
PSHE	Personal, social, health and economic (PSHE) education is a school subject through which pupils develop the knowledge, skills, and attributes they need to manage their lives, now and in the future
PSP	Pastoral support programme for pupils at serious risk of permanent exclusion
PTA	Parent Teachers Association – or PSA (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 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 his/her 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
Quorum	The minimum number of members needed in order for the meeting to take place
Reading Age	A measurement of a pupil's reading ability based on standard national tests defining normal attainment at that age

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
RSC	Regional Schools Commissioners - 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 national schools commissioner
RSE	Relationships and Sex Education
SACRE	Standing Advisory Council for Religious Education - Local statutory body which advises on religious education and collective worship
SATs	Standard Assessment Tasks – used for National Curriculum Assessment
SBM	School Business Manager - A professional employed by a school 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
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 Census	A statutory return which takes place during the autumn, spring, and summer terms. Maintained schools and academies must take part in the census
Schools Forum	A schools forum has been established in each LA area to advise on the allocation of the funding for schools – the majority of places on this board should be filled by governors and headteachers, preferably in equal numbers
SDP/SIP	School Development/Improvement Plan – The operational document describing how the school will work towards the strategic priorities set by the governing board
Secondment	The release of staff on a temporary basis to another establishment
Secretary of State for Education	The senior government minister with responsibility for education. Leads the Department for Education
SEF	Self Evaluation Form – completed by each school and used as main document by Inspectors during Ofsted inspections
SEND	Special Educational Needs and Disability – learning difficulties for which special educational provision has to be made. Many include

children with physical disabilities or emotional and behavioural disorders and gifted children. Governors have a duty to help identify and provide for such pupils

SENDCo	Special Educational Needs and Disability Co-ordinator – the member of school staff with responsibility for co-ordinating special needs who should be a member of the SLT
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
Setting	A system of organising pupils into ability groups for particular subjects
SFVS	Schools Financial Value Standard - a means for the governing board 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')
SIAMS	Diocesan inspection of Church Schools – similar to an OfSTED but with a focus on the religious ethos of the School
SIC	Statement of Internal Control
SIP	School Improvement Partner
SLD	Severe Learning Difficulties (Special Needs)
SLA	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
SMART	Targets – Targets which are Specific, Measurable, Achievable, Relevant and Time related
SLT	Senior Leadership Team
SMSC	Social, Moral, Spiritual & Cultural
SMT	Senior Management Team
Special School	For 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
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.
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 three to five years. The governing board should take the lead on developing the strategic plan
STRB	School Teacher's 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
Supply Teacher	Temporary Substitute teacher for those away through illness etc
Support Staff	Members of the school staff employed to provide services in a school but not to teach, such as classroom assistants, cleaners and school secretaries
Suspension	When a child is out of school for a set period of time.
TA	Teaching Assistant
Teaching School	Schools that work with others to provide CPD for school staff
TLR	Teaching and Learning Responsibility – payments made to teachers for an additional responsibility
TOR	Terms of Reference - The scope and limitations of a committee's activity or area of knowledge
Trust Deed	The deed by which a voluntary aided or a voluntary controlled school has been established
TSA	Teaching School Alliance. Led by teaching schools and include schools that are benefiting from support as well as strategic partners
TUPE	Transfer of Undertakings (Protection of Employment) Regulations
VA	<p>The progress schools help pupils make relative to their individual starting points – rather than looking at raw results VA also takes into account the prior attainment, thus enabling a judgment to be made about the effect of the school on pupils' current attainment</p> <p>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) are normally be owned by a charitable foundation. VA schools set their own admissions criteria in line with the admissions code</p>

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
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
VSH	Virtual School Headteacher - Looked after children are on a virtual school roll, and each local authority employs an experienced teacher to oversee the educational progress of all children under the care of that particular LA. The virtual school headteacher has the specialist knowledge to provide extra support to designated teachers. They 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
WRAP	Workshop to Raise Awareness of Prevent
Young Carer	A young carer is anyone under 18 years of age who helps to look after a family member who is disabled, physically or mentally ill or has a substance misuse problem
YOT	Youth Offending Team

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