

Jargon Buster

It can be confusing trying to understand and record accurately a discussion full of initials and acronyms. Unfortunately in education there are many! You will quickly become familiar with the most frequently used abbreviations, but the following list may either help you to get started, or understand a new term.

When using these in minutes of the governing body or its committees, it is helpful for all readers, to put its meaning in brackets the first time it is used.

Initials	Title	Additional comments
ACE	Advisory Centre for Education	A body which provides advice to parents and others
AEO	Area Education Officer	Director of Educations representative for a particular area
AEN	Additional Educational Needs	Students for which additional educational provision has to be made including gifted and talented
AMP	Asset Management Plan	A systematic analysis of the condition of the school buildings and whether these are enough to meet future needs
	Appraisal	A review of an employee's performance, especially for the purposes of staff development
AST	Advanced Skills Teacher	A new grade of teacher introduced in 1998
	Associate Member	An additional member of the governing body without full voting rights
	Attainment Targets	These establish what children of differing ability should be expected to know and be able to do by the end of each Key Stage of the National Curriculum. Each target is graded into eight levels which pupils climb up as they learn more
AWPU	Age-Weighted Pupil Unit	The sum of money allocated to the school for each pupil according to age. This is the basic unit of funding for the school
	Basic Skills	Reading, writing and arithmetic
	Capital Expenditure	Spending on projects, improvements, and extensions to the school
	Catchment Area	The area from which a school would normally take its pupils
	Circulars	Policy statements issued by the DfES to explain interpret and give guidance about legislation
	Cluster	A geographical group of Kent schools
	Clusterweb	An extranet e'communication website for Kent school staff and governors
	Community School	Term used in the SSFA (see below) to describe former LEA-maintained schools or Grant Maintained schools which opted to become Community schools
	Community Special Schools	Term used in the SSFA to describe former LEA-maintained Special schools or Grant Maintained Special schools which opted to become Community Special schools
	Competitive Tendering	Obtaining quotes or tenders from alternative suppliers before awarding contracts
	Community Governors	A governor representing community and local businesses chosen by other members of a governing body
	Core Curriculum	English, Math's and Science – all pupils study these
COSHH	Control of Substances Hazardous to Health	

Initials	Title	Additional comments
	Delegated Budget	Money provided under Fair Funding (see below) which governors can manage at their discretion (see also Devolved Funds, below)
	Delegated Powers	Authority given to a committee or the headteacher to take action on behalf of the governing body
	Devolved Funds	Those which have to be used for specific purposes e.g., Standards Fund
DfES	Department for Education and Skills	The annual meeting between governors and parents
	Differentiation	The organisation of teaching programmes and methods specifically to suit the age, ability and aptitudes of individual children
	Directed time	Time when a teacher must be available to carry out duties, including attending staff and parent meetings, under the direction of the headteacher. Maximum of 1 265 hours in a school year
	Disappication	A term used where National Curriculum requirements may not apply to a pupil
EAZ	Education Action Zone	Partnerships between business, parents, schools, LEAs and others to encourage innovative approaches to raising standards in schools
EBD	Emotional and Behavioural Difficulties	
ECM	Every Child Matters	This is a Green Paper which led to the 2004 Children Act
	Extended Schools	Schools that provide 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
EDP	Education Development Plan	Which LEAs are required to prepare
EIS	Education Information Service	A professional unit of Kent which meets the computing needs of schools
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
EYAT	Early Years Advisory Teacher	
	Exclusion	The temporary or permanent banning of a pupil from school
	Ex officio	Able to attend meetings by virtue of holding a particular office
	Fair Funding	The system of funding for schools introduced in April 1999 which sets the framework for the financial relationship between schools and their LEA
	Form of Entry	The number of classes that a school admits each year
	Foundation Governor	A governor appointed by the foundation body of a Voluntary school

Initials	Title	Additional comments
	Foundation Schools	Category of schools, usually former Grant Maintained schools
	Foundation Special schools	Former Grant Maintained Special schools
FTE	Full time equivalent	When staff are employed part-time, they may be counted as a fraction of a full time employee
GCSE	General Certificate of Secondary Education	
GNVQ	General National Vocational Qualifications	
GTC	General Teaching Council	
HMI	Her Majesty's Inspector	
HLTA	Higher Level Teaching Assistant	New status level for teaching assistant, taking a more pivotal role in the classroom in delivery planned with the teacher
IEP	Individual Education Plan	For pupils with special educational needs
INSET	In Service Education and Training	Courses for practicing teachers
	Instrument of Government	A legal document setting out the composition of governing bodies
KAS	Kent Advisory Service	A service which offers a training, advisory and support function for schools re management and curriculum issues
KS1-4	Key Stages	The four stages of the National Curriculum: KS1 for pupils aged 5-7, KS2 for 7-11, KS3 for 11-14 and KS4 for 14-16
LEA	Local Education Authority	Kent County Council performs this role in Kent
LEO	Local Education Officer	Supports on behalf of the LEA a cluster of schools in Kent
LM	Local Management	The delegation of budgets to schools
LSC	Learning Skills Council	
	Minor Authority	A district council or parish council
	Mixed Ability	A teaching group in which children of all abilities are taught together
NAHT	National Association of Headteachers	
NASG	National Association of School Governors	
NASUWT	National Association of Schoolmasters Union of Women Teachers	

Initials	Title	Additional comments
NC	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
NGA	National Governors' Association	An organisation which provides a national voice for governors and is based on local associations of governing bodies
NNEB	National Nursery Examination Board	
NGfL	National Grid for Learning	Inter-connecting education services based on the internet
	Non Teaching (Support) Staff	Members of the school staff employed by the governors to provide services in a school but not to teach, such as classroom assistants, cleaners and school secretaries
NQT	Newly Qualified Teacher	
NRA	National Record of Achievement	A document now required for all children leaving school, containing a record of a pupil's achievements in and out of school
NRT	National Remodelling Team	
NUT	National Union of Teachers	
OFSTED	Office for Standards in Education	The body which arranges, and sets standards for, school inspections
PAN	Planned Admissions Number	Formerly PAL (Planned Admissions Limit). The number of children the LEA (or governing body of an Aided School) determines can be admitted to the school. It can be above the Standard Number (see below) but may not be below it. Used as basis for determining admission appeals
PANDA	Performance and Assessment	Data from OFSTED, rating schools of comparable circumstances
PCT	Primary Care Trust	
PEP	Primary Excellence Project	
PESE	Procedure for Entrance to Secondary Education	The method by which Kent pupils are assessed at age 11 for a selective school in those parts of the county which have selection
	Peripatetic Teacher	One who teaches in a number of schools, to give specialist instruction, e.g., in music
PFI	Private Finance Initiative	
PGCE	Post Graduate Certificate of Education	A teaching qualification which includes a period of practical teaching experience
PGR	Parent Governor Representative	Representative elected to serve on a local authority committee discharging the education functions of the LEA

Initials	Title	Additional comments
PI	Performance Indicators	
PLASC	Pupil Level Annual School Census	A DfES form submitted by every school each January to record the number of teachers employed, the number of children in each age group, the organisation of classes and so on
PPA	Planning Preparation and Assessment	10% guaranteed non-contact time for teachers
PPI	Public and Private Initiative	
PPP	Public and Private Partnership	
PRP	Performance Related Pay	
PRU	Pupils Referral Unit	
PSP	Pastoral Support Programme	For pupils at serious risk of permanent exclusion
PTA	Parent Teacher 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 Profile	Broad evaluation of a pupil's personality, interests and capabilities. This forms part of the Pupil's Record of Achievement
QCA	Qualifications and Curriculum Authority	
	Quorum	The minimum number of members at a meeting before decisions can be made
	Resolution	A formal decision which has been proposed, seconded and agreed - not necessarily by a vote - at a meeting
Rgi/RI	Registered Inspector	Authorised to lead an inspection team (colloquially, a 'reggie')
ROA	Record of Achievement	
SAS	Schools Advisory Service	A service which offers training, advisory and support functions for schools re-curriculum and management issues
SACRE	Standing Advisory Council on Religious Education	Local statutory body which advises on religious education and collective worship
SAT's	Standard Assessment Tasks	Used for National Curriculum Assessment
SDP	School Development Plan	A document identifying priorities from the school self-evaluation and outlining the actions the school proposes to take to improve the outcomes for the children during the year.

Initials	Title	Additional comments
SecTT	Secondary Transformation Team	
	Secondment	The release of staff on a temporary basis for work elsewhere
SEF	Self-Evaluation Form	Schools will use self-evaluation to identify their own strengths and weaknesses. The School Self Evaluation Form is one of the major documents used by OFSTED Inspectors to inform their judgements of the school.
SEN	Special Educational Needs	Learning difficulties for which special educational provision has to be made. May include children with physical disabilities or emotional and behavioural disorders
SENCO	SEN Co-coordinator	The teacher responsible for co-ordinating SEN provision in the school
	Setting	A system of organizing pupils into ability groups for particular subjects
SHA	Secondary Heads Association	
SIMS	Schools Information and Management System	A computer package to assist schools in managing information on pupils staff and resources
SIP	School Improvement Partner	The School Improvement Partner acts a conduit between central government, the local authority and the school, helping set targets and priorities.
SLA	Service Level Agreement	
	Special Unit	A unit attached to a mainstream school to cater for children with specific special needs
SOC	Schools Organisation Committee	Required to be established by the LEA to consider its School Organisation Plan (SOP) for the provision of school places in its area
	Sponsor Governor	A governor nominated by a person or organisation providing substantial financial assistance (including benefits in kind) or services to the school
SP	School Plan	A document identifying priorities from the school self-evaluation and outlining the actions the school proposes to take to improve the outcomes for the children during the year
	Special School	A school for children whose special educational needs cannot be met within a mainstream school
SSA	Standard Spending Assessment	The standard level of public spending in each local authority determined by the government
SN	Standard Number	The legally determined number of pupils in the admission year group below which the PAN (see above) may not be set
STRB	School Teachers' Review Body	Makes recommendations to the Secretary of State on teachers' pay

Initials	Title	Additional comments
	Standards Fund	Devolved monies for school improvement projects, including staff development and governor training, some of which may be earmarked for specific purposes
	Statementing	The procedure by which a child is formally assessed under the 1996 Education Act as having significant special educational needs
	Streaming	Placing pupils in classes according to their ability
TA	Teachers Assistant	A non teaching member of staff working directly with teaching staff in the classroom
	Threshold	Teachers may apply to be assessed to be paid above the threshold of their incremental pay
	Trust Deed	The deed by which a Voluntary Aided or a Voluntary Controlled school has been established
TLRs	Teaching and Learning Responsibilities	Teaching and Learning Responsibility payments may be awarded to a classroom teacher for undertaking a sustained additional responsibility for the purpose of ensuring the continued delivery of high quality teaching and learning
TTA	Teacher Training Agency	
VA	Value Added	When pupils are enabled to achieve above their assessed performance levels; the additional benefits accruing from, e.g., a school's ethos or extra-curricular activities
	Voluntary Aided	School maintained by the LEA except for some particular aspects, such as paying 15% towards some building costs. Usually a denominational school in which the governors have particular religious rights and also responsibilities
VC	Voluntary Controlled	A denominational school wholly maintained by the LEA but with certain residual rights regarding religious worship
	Vertical Grouping	Classes formed (in primary schools) with children of different age groups
	Virement	The agreed transfer of money from the budget heading to which it has been allocated to another budget heading
	Walking distance	The statutory distance beyond which the LEA must provide free school transport is two miles for children up to 8 years old and three miles for those aged 8 and over
	Work experience	A planned programme as part of careers education which enables pupils in school time to sample experience of a working environment of their choice
UNISON	Union of Public Employees	