



North Wolds Federation

Governing Body Information Pack 2023-2024

Document Includes:

- Meeting Dates
- Governors Monitoring Schedule
- Meeting Agenda Items
- Terms Of Reference
- Committee Composition
- Acronyms Used in Education



North Wolds Federation

Meeting Dates 2023-2024

Date	Start	End	Committee	Meeting
Mon 18th September 2023	17:30	19:00	Exclusions Training	Training (pupil re-integration team)
Mon 25th September 2023	17:30	19:30	Full Governing Board	Full Governing Board
Mon 2nd October 2023	17:30	19:00	Quality & Standards Committee	Quality & Standards Committee
Mon 9th October 2023	17:30	19:30	Resources Committee	Resources Committee
Mon 16th October 2023	17:30	19:00	Curriculum & Community	Curriculum & Community Committee
Mon 16th October 2023	19:00	20:00	Head Teacher Performance & Pay Committee	Head Teacher Performance & Pay Committee
TBC			Strategy Committee	Strategy Committee
Mon 27th November 2023	17:30	19:30	Resources Committee	Resources Committee
Mon 15th January 2024	17:30	19:30	Full Governing Board	Full Governing Board
TBC				SDP Review
Mon 22nd January 2024	17:30	19:30	Resources Committee	Resources Committee
Mon 5th Feb 2024	17:30	19:00	Quality & Standards Committee	Quality & Standards Committee
Mon 4th March 2024	17:30	19:00	Curriculum & Community	Curriculum & Community
Mon 11th March 2024	17:30	19:00	Resources Committee	Resources Committee
Tues 7th May 2024	17:30	19:00	Resources Committee	Resources Committee
Mon 13th May 2024	17:30	19:00	Quality & Standards Committee	Quality & Standards Committee
Monday 20th May 2024	17:30	19:30	Full Governing Board	Full Governing Board
TBC			Strategy Committee	Strategy Committee
TBC			SSDP Planning	SSDP Planning
Mon 10th June 2024	17:30	19:00	Curriculum & Community	Curriculum & Community
Mon 17th June 2024	17:30	19:00	Resources Committee	Resources Committee
Mon 1st July 2024	17:30	19:00	Quality & Standards Committee	Quality & Standards Committee
Mon 8th July 2024	17:30	19:30	Full Governing Board	Full Governing Board

The meetings are purple are the ones that are not required to be clerked.

NORTH WOLDS FEDERATION GOVERNOR SCHEDULE 2023-24

	Full Governors	Quality & Standards	Resources	Curriculum & Community
AUTUMN 2023	<p><u>FULL GOVS – 25.09.23</u></p> <p>5.30pm</p> <ul style="list-style-type: none"> • Elect Chair/Vice Chair, Review committee formats • 4) Child Protection Review • A) Agree Terms of Reference • Q) Update Pecuniary Interest forms • V) Ratification of SSDP • W) KCSIE and Other S/G Documents • Reports from committees • Policies from schedule 	<p><u>Q & S – 02.10.23</u></p> <p>7pm</p> <ul style="list-style-type: none"> • Elect Chair/Vice Chair • 15) Review Complaints file • D) Review Y1, Y2, Y6 Targets • E) Performance Data Review • H) Review Attendance figures/registers for previous Year End • Policies from schedule 	<p><u>RESOURCES – 09.10.23</u></p> <p>5.30pm</p> <ul style="list-style-type: none"> • Elect Chair/Vice Chair • 1) H & S Walk around • 2) Site Security Review • 20) Arrange HT Performance Management Review • C) Review School Budget • P) Approve Auditor for school fund/sign off accounts. • F) Review SFVS • L) Review Staffing Structure • O) Review FAFF Accounts • Policies from schedule 	<p><u>C & C – 16.10.23</u></p> <p>5.30pm</p> <ul style="list-style-type: none"> • Elect Chair/Vice Chair • 8) Behaviour for Learning • 9) Book Scrutiny • Walk • 10) Pupil Interviews • 14) Collective Worship • R) Organise Governor Subject Reviews for the Full Year • Policies from schedule
	<p><u>HeadTeacher Performance & Pay Committee</u></p> <p><u>TBC</u></p>		<p><u>RESOURCES – 27.11.23</u></p> <p>5.30pm</p> <ul style="list-style-type: none"> • 23) Review Staff Procurement cards • C) Review School Budget • O) Review FAFF accounts – do they need auditing? • 26) Food in School Review • Policies from schedule 	

	<u>Full Governors</u>	<u>Quality & Standards</u>	<u>Resources</u>	<u>Curriculum & Community</u>
<u>SPRING 2024</u>	<p><u>FULL GOVS – 15.01.24</u></p> <p>5.30pm</p> <ul style="list-style-type: none"> • 4) Child Protection Review • SEF Updates • Reports from committees • Policies from schedule <p><u>SDP Review Meeting – TBC</u></p> <p>5.00pm</p> <p><u>(All Staff & Governors)</u></p>	<p><u>Q & S – 05.02.24</u></p> <p>5.30pm</p> <ul style="list-style-type: none"> • 12) SEND Data Review (GB) • 18) Attend PPM (MH) • 24) Review Pupil Premium (ME) • H) Review Attendance figures/registers for first half term. (Rev C) • E) Performance Data Review (All) • K) Review ASP/IDSR Data (N/A) • T) Review School's website content to ensure statutory compliance (GB) • Policies from schedule (All) 	<p><u>Resources – 22.01.24</u></p> <p>5.30pm</p> <ul style="list-style-type: none"> • 1) Health & Safety Walk around • 2) Site Security Review • 3) Review risk assessments, site & EVC • C) Review School Budget • F) Complete SFVS • Policies from schedule 	
				<p><u>Resources – 11.03.24</u></p> <p>5.30pm</p> <ul style="list-style-type: none"> • C) Review School Budget • Approve Easter Club Payments to staff • 17) Annual Review of Premises Plan for NCPS & MRCPS • 26) Food in School Review • Policies from schedule

	<u>Full Governors</u>	<u>Quality & Standards</u>	<u>Resources</u>	<u>Curriculum & Community</u>
SUMMER 2024	<p><u>Full Gobs – 20.05.24</u></p> <p>5.30pm</p> <ul style="list-style-type: none"> • I) Approve School Budget • J) Approve Best Value Statement. • Reports from committees • Policies from schedule <p>Marking and Feedback policy to Gobs</p>	<p><u>Q & S – 13.05.24</u></p> <p>5.30pm</p> <ul style="list-style-type: none"> • 12) SEND Data review • 18) Attend PPM • 24) Review Pupil Premium • E) Performance Data Review • H) Attendance Figures • Policies from schedule 	<p><u>Resources – 07.05.24</u></p> <p>5.30pm</p> <ul style="list-style-type: none"> • 16) Review Spend against Benchmarking • B) Review Statement of Internal Control • C) Review and Set School Budget • I) Best Value Review • Policies from schedule 	
	<p><u>FULL GOVS – 08.07.24</u></p> <p>5.30pm Annual Review of Governor Performance</p> <ul style="list-style-type: none"> • 4) Child Protection Review • Production of Governor Annual Report to Parents • 360 degree review of Chair’s Performance • Approve dates of governors meetings for the next 12 months. • SEF Updates • Reports from committees • Policies from schedule 	<p><u>Q & S – 01.07.24</u></p> <p>5.30pm</p> <ul style="list-style-type: none"> • 24) Review Pupil Premium • E) Performance Data • H) Attendance • N) Review National Test Results • U) Review End of Year Tests • Policies from schedule 	<p><u>Resources – 17.06.24</u></p> <p>7pm –</p> <ul style="list-style-type: none"> • 1) Health & Safety Walk around • 2) Site Security Review • C) Review School Budget • 6) Asset Check • 7) Review Lettings • L) Review Staff Structure • 26) Food in School Review • Arrange tasks to governors for the next year • Policies from schedule 	<p><u>C & C – 10.06.24</u></p> <p>5.30pm</p> <ul style="list-style-type: none"> • 8) Behaviour for Learning Walk • 9) Book Scrutiny • 10) Pupil Interviews using Ofsted Criteria • 13) Review Use of Inset Day • 14) Attend Collective Worship • R) Review Governor Subject reports • 25) Foundation Stage Review (• Arrange tasks to governors for the next year • Policies from schedule •

	Governor Task	Time	Link	Description of Task	Comm	Due
1	Health and Safety walk round	1 hour	2	Walk buildings and site, record issues, check previous issues rectified. Review fire alarm evacuation times. Review Swimming Pool logs.	Res	Oct 2023 Jan 2024 June 2024
2	Site Security Review	15 mins	1	Complete site security form.	Res	Oct 2023 Jan 2024 June 2024
3	Review risk Assessments Site and EVC	60 mins	22	Review a sample of site, classroom and educational visit risk assessments.	Res	Jan 2024
4	Child Protection Review	2 hour		<ul style="list-style-type: none"> Review SCR - Compare white book staffing report with single central register to ensure all working with children are logged Review Safeguarding Training - Review logs to ensure training is up to date (2 day inter agency safeguarding, safer recruitment, whole staff, safeguarding training, team teach, e safety) Review Behaviour logs - Review logs to ensure behaviour for learning walks are consistent with documentation (TT log, bullying log, exclusions log, damage to property log, homophobia log, racism log) First Aid - Review first aid logs, review trained persons logs, randomly review first aid supplies. 	Full	Sept 2023 Jan 2024 July 2024
6	Asset check	30 mins	7	Ensure Inventory is up to date, random sample of items, review item disposal.	Res	June 2024
7	Review Lettings	15 mins	6	Review lettings documentation, consider if lettings are providing good VFM	Res	June 2024
8	Behaviour for learning walk	1 hour	9,10	Tour of school with senior leader to see behaviour and attitudes to learning in class.	C & C	Oct 2023 June 2024
9	Book Scrutiny	1 hour	8,10	Review a sample of books with a senior leader to review improvement against SSDP priorities	C & C	Oct 2023 March 2024 June 2024
10	Pupil Interviews using Ofsted Criteria	1 hour	8,9	Pupil interviews to focus on SSPD priorities and Safeguarding (behaviour/bullying)	C & C	Oct 2023 Mar 2024 June 2024
11	Able & More Able review	30 mins	12	With SENDCO review the adjustments (IEPS/Interventions/PMAPS) and progress of children on the Able & More Able register	C & C	Mar 2024
12	SEND data review	30 mins	11	With SENDCO review the progress of children on the SEND register	Q & S	Jan 2024 April 2024 July 2024
13	Review use of INSET day	15 mins	14	With senior leader review content of INSET days linked to school SSDP	C & C	June 2024
14	Attend collective worship	20 mins	13,21	Attend and report on behaviour, content of CW in the context of a church school (spiritual, cultural, moral, social)	C & C	Oct 2023 Mar 2024 June 2024

15	Review complaints file	15 mins	4,5	Review complaints file. Ensure complaints are closed and following school complaints policy.	Q & S	Oct 2023
16	Review spend against benchmarking	1 hour		Use benchmarking site to review spend against like schools and similar schools. Report to gov s for budget purposes.	Res	April 2024
17	Annual Review of Premises Plan	2 hours		Walk round site to update premises plan, review progress made on plan over last year, add new issues/projects onto plan	Res	Mar 2024
18	Attend PPM	1 hour		Attend PPM Meeting to see progress being made, how well teachers know their children and how teachers are held to account for progress.	Q & S	Jan 2024 Apr 2024
19						
20	HT PM and Review	1 hour		HTPM arranged with consultant, review meet to see progress against agreed objectives.	PAY	Oct 2023
23	Staff Procurement Cards			Review the use of Staff Procurement cards	Res	Nov 2023
24	Review Pupil Premium			Review the pupil premium, how it is being spent and results achieved.	Q & S	Jan 2024 Apr 2024 July 2024
25	Foundation Stage Review	1 Hour		Meet with the EYFS lead to review environment, practice and attainment.	C & C	June 2024
26	Food in School Review			Review Food in School Provision across the Federation relating to the following <ul style="list-style-type: none"> • Kitchen review (using the Environmental health checklist) • Lunch menus (meeting criteria) • Breakfast club food. • Ensure that food is compliant with the minimum National Food Standards 	Resources	Nov 2023 Mar 2024 June 2024
	<u>Meeting Items</u>					
A	Approve Terms of Reference				FG	Sept 2023
B	Review Statement of Internal Control				Res	April 2024
C	Review School Budget				Res	Oct 2023 Nov 2023 Jan 2024 March 2024 April 2024 June 24
D	Review Y2/Y6 Targets				Q & S	Oct 2023
E	Performance Data Review				Q & S	Oct 2023 Jan 2024 April 2024 July 2024

F	Review/Complete SFVS			Review in Oct	Res	Oct 2023
G	SSDP Review Meeting with staff and governors				FG	Jan 2024
H	Review Attendance figures			Review attendance figures at both sites considering groups of learners and national averages.	Q & S	Oct 2023 Jan 2024 April 2024 July 2024
I	Approve School Budget				FG	April 2024
J	Approve Best Value Statement				FG	April 2024
K	Review ASP/ISDR online data				Q & S	Nov 2023
L	Review Staffing Structure				Res	Oct 2023 June 24
M	SSDP Meeting with staff and governors				FG	June 2024
N	Review National Test results				Q & S	July 2024
O	Review FAFF Accounts			Check to see whether the accounts need auditing	Res	Oct 2023
P	Approve School Fund Auditor				Res	Oct 2023
Q	Pecuniary Interest Forms			Ensure Governor and Staff declarations have been completed.	FG	Sept 2023
R	Governor Subject Reviews			Literacy, IPC RE, Numeracy PHSE, Music, PE Science, MFL, English	C & C	Oct 2023 March 2024 June 2024
S	Review Annual links to Church				C & C	March 2024
T	Review School Website			Check that the school is compliant by recording Statutory information within website	Q & S	Nov 2023
U	Reviews of yr end tests etc.			Y1 Phonics Screening results, Y2 Teacher Assessments, EYFS Profile Score review, Y6 Teacher Assessments	Q & S	July 2024
V	Ratification of SSDP			Formal approval of the SSDP plan created between staff & Governors in June	FG	Sept 2023



TERMS OF REFERENCE 2023/24

Approved at the 2023 September Full GB meeting.

Full Governing Body

- Will consider and approve all policies to do with child protection and safeguarding including:
 - Children Missing in Education
 - Child Protection Procedure
 - Domestic Abuse,
 - E Safety
 - Peer On Peer Abuse
 - Photographs
 - Prevent
 - Recruitment, Selection and Induction,
 - Safeguarding & Child Protection
 - Social Networking
 - Swimming EAP
 - Swimming NOP
 - Youth Produced Sexual Imagery

Quality and Standards Committee

The committee has principal responsibility for monitoring, reviewing and reporting on all matters concerned with raising standards and improving the quality of teaching and learning in the school. The Committee will also be responsible for pupil admissions. At the start of each academic year the committee will agree and minute how many members are needed to be quorate. The following are the main tasks of this committee:

The Committee will:

- Monitor, keep under review and report on student progress and achievement across all key stages
- and particularly in relation to agreed pupil end of key stage 1 and key stage 2 performance targets:
- Contribute as appropriate to the School Development Planning process
- Monitor and review the progress of selected key school improvement / development priorities
- Ensure that statutory targets for pupil performance are agreed, reported to the Local Authority
- and published in the School Prospectus
- Receive an analysis of the Analyse School Performance (ASP) data and LA School Profile data, and consider the school's performance in relation to all schools and similar schools nationally and within
- Lincolnshire
- Review school performance information for inclusion in the School Prospectus
- Monitor the school's performance, and the performance of vulnerable groups, and agree
- strategies for raising standards
- Within the agreed cycle, monitor self-evaluation procedures, including SEF to ensure that they are
- effective and up to date
- Review and monitor the implementation of an action plan following an OFSTED inspection
- Ensure school INSET days are linked to the school development plan priorities
- Ensure that the school complies with the current safeguarding legislation
- Review and approve the following policies:

- Anti-Bullying
- Assessment
- Attendance
- Behaviour and Discipline
- Complaints
- Confidentiality
- Data Protection Policy
- Feedback & Marking
- Home School Agreement
- Inclusion
- Race Equality & Racial Incidents
- Recordkeeping & Reporting
- Uniform;

Curriculum and Community

The Curriculum and Community committee will oversee the Curriculum intent and implementation. They will also oversee all things pertaining to Church school Status. At the start of each academic year the committee will agree and minute how many members are needed to be quorate. The following are the main tasks of this committee:

The committee will:

- Ensure that the school curriculum is broad and balanced and relevant to the needs of all children
- Ensure that the National Curriculum and Religious Education is delivered and in accordance with the legal framework
- Ensure that the school meets the legal requirement for collective worship in Voluntary Controlled Schools
- Ensure that good links with the church are maintained
- Review the schools Section 48 Self Evaluation
- Review and monitor the implementation of an action plan following an S48 inspection
- Ensure appropriate arrangements are made for pupils with special educational needs
- Monitor and review the provision for gifted and talented pupils
- Monitor and review all curriculum related policies in line with an agreed policy review cycle and make recommendations, as necessary, to the Governing Body
- Contribute as appropriate to the School Development Planning process
- Review the School Prospectus for approval by the Full Governing Body
- Ensure parents are kept informed about key developments relating to the curriculum and provided with the necessary information on their children's progress in line with legal requirements
- Selectively monitor off-site visits and activities of more than 24 hours involving a potential hazard
- Review and approve the following policies:

- Able and More Able
- Art
- Calculation
- Collective Worship
- Communications
- Computing;
- Curriculum/IPC
- Design and Technology
- EAL
- Educational Visits
- English
- Evaluations & Target Setting
- EYFS
- Geography
- Handwriting

- History
- Homework
- Maths
- MFL
- Music
- P.E.
- PHSE & Citizenship
- R. E.
- Science
- SEND
- Sex and Relationships Policy
- Working with Governors
- Working with the Media

Resources Committee

The Committee will report recommendations and/or decisions, as appropriate to the full Governing Body. At the start of each academic year the committee will agree and minute how many members are needed to be quorate. The following are the main tasks of this committee:

FINANCE

- To oversee preparation of the annual budget plan and ensure it links to the school development plan priorities agreed by the Governing Body.
- To recommend the final budget for approval by the full Governing Body.
- To ensure that the approved budget is sent to the LEA by their set deadline.
- To evaluate spending to ensure the budget provides value for money in terms of raising standards of education.
- To agree the level of delegation to the head-teacher for the day-to-day financial management of the school.
- To monitor expenditure and ensure corrective action is taken where necessary.
- To monitor income and expenditure of all public funds according to an agreed timescale i.e. budget share and any other funds devolved by the LEA.
- To approve transfer between budget headings (virement) within agreed limits.
- To ensure accurate accounts are kept.
- To ensure key financial decisions are properly recorded.
- To authorise signatories for the school bank account for notification to the Count Treasurer .
- To ensure the audit of non-public (voluntary) funds, including school funds, trading accounts, subscription funds, charity funds as well as club and society accounts, which must be run in accordance with LEA regulations.
- To ensure recommendations arising from school audits are properly implemented.
- To establish and oversee the maintenance of procedures for governors to claim expenses.
- To ensure a register of pecuniary and business interests for governors and staff is kept which should be open to inspection.
- Authorise write offs and disposal of surplus equipment in line with LEA regulations.
- Contribute as appropriate to the School Development Planning process.

PREMISES

To organise the preparation and implementation of a premises development plan which details the annual programme of repairs, maintenance and improvements, in liaison with the LEA.

- To report on the financial implications and monitor the implementation of the plan.
- To agree the level of delegation for responsibility for the day-to-day responsibility for the premises.

- To agree major capital works and improvements. To ensure self-help procedures are followed for all mechanical, electrical, new build and improvement works.
- To ensure that whenever maintenance or improvement work is carried out, investigations are undertaken to check for asbestos containing materials in the area of work.
- To consider, approve or propose amendments to the LA's annual consultation with schools on asset management plans, local policy statement and statement of priorities.
- To ensure in accordance with Special Educational and Disability Act 2001 the preparation, regular review and revision, where necessary, of a written Accessibility Plan:
- To increase the extent to which disabled pupils can participate in the curriculum
- To improve the physical environment of the school to increase participation of disabled pupils and adults
- To improve the delivery of information.
- To receive reports on the necessary risk assessments for health and safety, security and fire by ensuring they comply with Lincolnshire procedures.
- To monitor the use of on-site environmental facilities and their impact on teaching and learning.
- To set the level of maintenance service the school is able to purchase from service providers.
- To oversee the letting of contracts for maintenance and improvement works in accordance with the LA's Standing Orders, within agreed budgetary limits.
- To ensure the security of the school premises and fire safety measures, including the alarm systems and fire drill.
- To ensure the school complies with health and safety regulations.
- To determine a policy and scale of charge for the letting of premises outside school hours; to monitor and review the implementation of that policy; to ensure all statutory requirements for letting premises are satisfied.
- Contribute as appropriate to the School Development Planning process
- Ensure that the Health and Safety at the school is reviewed through regular inspections

STAFFING

- Monitor the implementation of the school's Performance Management Policy.
- Monitor the school's compliance with the phased workforce reforms set out in the National Agreement on Workforce Re-modelling.
- Decide arrangements for all staff appointments, except for the appointment of the Head-teacher and Deputy Head-teacher, which is the responsibility of the full Governing Body.
- In relation to staff appointments, including internal promotions, agree the appropriate level of delegation to the Head-teacher.
- Ensure there are proper policies and procedures in place for dealing with staff discipline, grievance, capability, redundancy, pay and staff absence, including sickness. Where Lincolnshire County Council model policies and procedures are not adopted, carry out consultation with staff and unions.
- Review the staffing structure on a regular basis, especially following a resignation, taking into account the needs of the school development plan.
- Monitor the use of the school's In-Service Training (INSET) budget for staff training and review its effectiveness.
- Ensure that there is a policy for Race Equality, that it is implemented and regularly reviewed.
- Ensure that a strategic plan for Workforce Re-modelling is drawn up which meets legal requirements and is implemented.
- Contribute as appropriate to the School Development Planning process
- The committee will also review and approve the following policies:-

- Accessibility
- Admissions
- AUP Staff
- Appraisal
- Asthma
- AUP Pupil
- Best Value Statement
- Breakfast club policy
- Capability
- Charging
- Code of Conduct
- CPD
- Critical Incident Plan
- Drugs
- Equal Opportunities
- Ex-Offenders
- Finance & Financial Control
- Food Allergy
- Governor Expenses
- Head Injury Policy
- Health & Safety
- Intimate Care
- Managing Change
- Medicines
- Mobile phone code of conduct
- Pay
- Positive Handling
- PPA Cover
- Pupil Premium
- Sickness Absence Policy for Staff
- Smoking
- Staff Induction
- Staff Leave of Absence
- Sun Safety
- Supervision
- Support staff appraisal
- Teacher Disciplinary
- Teacher Grievance
- Twitter
- Whistleblowing

STRATEGY

- The committee will be formed of the Chair and Vice Chair of the Full Governing Body, the Executive Head Teacher and the Heads of schools within the Federation, the Chairs of each of the Q & S, Resources and the C & C committees. It is suggested that observers are welcome to attend, particularly if an item of specific interest is being discussed.
- The Chair and Vice Chair of the Governing Body will hold the same positions within the committee.
- The committee will explore best practise frameworks and ways for the strategic development of the Federation.
- The committee will not be decision making.

PAY & PERFORMANCE MANAGEMENT

- The committee will meet to review the performance management of the Executive Head Teacher of the Federation with guidance and support from the Educational Advisor.
- The committee will be formed of the Chair of the full governing body plus at least 3 other members of the Resource committee.
- There will need to be at least 3 governors present to make a decision.

- The committee will need to record minutes to show that they have considered the financial implications in the school budget of any pay increments or ex gratia payments awarded.
- The committee will consider and authorize pay increments for the Executive Head Teacher based on their assessment of his/her performance management results.
- The committee will report all decisions to the Full Governing body, although the salary figures discussed during meetings will remain confidential. I.e. The FG would be advised that the Head's targets have been met and a one point increase in the pay scale has been approved, but no details of the amounts would be disclosed.



North Wolds Federation

Committee Composition 2023-2024

	Full	Resources	Curriculum and Community	Quality and Standards
Chair	Mike Eckersley	Dave Walker	Andrew Howson	Geoff Barnes
Vice Chair	Dave Walker	Adam Shah	Geoff Barnes	TBC
Members	Adam Shah Andrew Howson Andrew Smith Claire Burnett Daniel Toothill Dena Jones Jo Shaw Katie Easey Nichola Allerston Richard Alderson	Adam Shah Andrew Howson Andrew Smith Daniel Toothill Dena Jones Mike Eckersley Nichola Allerston Richard Alderson	Adam Shah Andrew Smith Claire Burnett Daniel Toothill Dena Jones Mike Eckersley Nichola Allerston Richard Alderson	Andrew Smith Claire Burnett Daniel Toothill Dena Jones Jo Shaw Katie Easey Mike Eckersley Nichola Allerston



Acronyms in Education

In Education and Local Government there is a tendency to use acronyms when sharing both written and verbal information. The following list has been created to try to explain what some of the more common acronyms used mean within the Federation and Primary Education.

ATL - Association of Teachers and Lecturers
AWPU - Age Weighted Pupil Unit
CIN- Child in Need
COSHH - Control of Substances Hazardous to Health
CP - Child Protection
CPD - Continuous Professional Development
CRE - Commission for Racial Equality
DBS – Disclosure and Barring Service
DFE - Department for Education
DPP – Deprivation Pupil Premium
DSL – Designated Safeguarding Lead
EMTAS - Ethnic Minority and Traveller Service EPS
EAL – English as an acquired language
EHO – Environmental Health Officer
EHT – Executive Head Teacher
EWO - Education Welfare Officer
FMSIS – Financial Management Standard in Schools
FS - Foundation Stage
FSM – Free School Meals
FFT- Fisher Family Trust- Data
GLD –Good Level Development
H&S - Health and Safety
HofS – Head of School
HLTA - Higher Level Teaching Assistant
HMCI - Her Majesty’s Chief Inspector
HMI - Her Majesty’s Inspectorate
HSE - Health and Safety Executive
HSWA - Health and Safety at Work Act
HT - Headteacher
IP - Individual Pupil Profile
INSET - In-Service Educational Training
ISR - Individual School Range
ITT - Initial Teacher Training
KS1 - Key Stage 1
KS2 - Key Stage 2
KS3 - Key Stage 3
KS4 – Key Stage 4
LA - Local Authority
LAC – Looked After Child
LL – Locality Lead
LSA - Learning Support Assistant
MLD - Moderate Learning Difficulties

MSA - Midday Supervisory Assistant
NAHT - National Association of Headteachers NASUWT - National Association of
NPQH - National Professional Qualification for Headship
NPQSL - National Professional Qualification for Subject Leaders
NQT - Newly Qualified Teacher
NUT - National Union of Teachers
OfSTED - Office for Standards in Education
PAT - Professional Association of Teachers
PFI - Private Finance Initiative
PI - Performance Indicator
PIB - Pre-Inspection Brief
PL - Professional Learning
PLASC - Pupil Level Annual School Census
PP – Pupil Premium
PPA - Planning, Preparation & Assessment
PR – Peer Review
PRU - Pupil Referral Unit
PSHE - Personal, Social & Health Education
PTA - Parent Teacher Association
PTR – Pupil Teacher Ratio
QTS - Qualified Teacher Status
RE - Religious Education
SACRE - Standing Advisory Council for Religious Education
SATs - Standard Assessment Tests – Ages 7, 11 & 14
SCITT – School Centered Initial Teacher Training
SDP – School Development Plan
SEF - Self-Evaluation Form
SEN - Special Educational Needs
SENDCO - Special Educational Needs and or Disabilities Co-ordinator
SFVS – Schools Financial Value Standard
SIMS - Schools Information Management System SLA - Service
Level Agreement SLD - Severe Learning Difficulties
SMSA - Senior Midday Supervisory Assistant
SMT - Senior Management Team
SPP – Service Pupil Premium
SRE – Sex and Relationships Education
STAPS – Specialist Training and Applied Psychology Service TPCD - School
Teachers Pay & Conditions Document STPRB –
School Teachers Pay Review Body TA - Teaching Assistant
TAC – Team around the Child
TES - Times Educational Supplement
TLR - Teaching & Learning Responsibility
TP - Teachers Pensions
TTA - Teacher Training Agency
TUPE - Transfer of Undertakings (Protection of Employment)