

A Handbook for Governors of Schools in Wales

PART 5



Llywodraeth Cymru
Welsh Government

INTRODUCTION

Governors Wales is committed to supporting the effective governance of schools and the personal development of governors in Wales. It is hoped therefore, that the information which this handbook contains will be of assistance in helping you to fulfil your role and responsibilities as a governor.

You will notice references to the support services which LAs provide for governing bodies. Especially important are the activities of Governor Support Officers appointed by LAs in order that governing bodies may receive information, advice, guidance and support as well as access to training opportunities tailored to the needs of governors.

From time to time additions and revisions to the handbook will be produced in line with developments and legislative changes in school governance. Updates for the handbook will be printed on the Governors Wales' website: www.governors.wales/handbook. Information will also be e-mailed directly to schools and Governor Support Officers.

Acknowledgements

Governors Wales is grateful for the advice and support of Directors of Education/Chief Schools Officers in Wales, Governor Support Officers, and the Welsh Government, all of whom have contributed to the production of this guide.

This is also available in Welsh at:
<http://www.governors.wales/llawlyfr/>

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PART 5

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1. LOCAL AUTHORITIES

Blaenau Gwent County Borough Council

Municipal Offices
Civic Centre
Ebbw Vale NP23 6XB
Tel: 01495 311556
www.blaenau-gwent.gov.uk

Bridgend County Borough Council

Civic Offices
Angel Street
Bridgend CF31 4WB
Tel: 01656 643643
Education: 01656 642647
www.bridgend.gov.uk

Caerphilly County Borough Council

Penallta House
Tredomen Business Park
Ystrad Mynach CF82 7PG
Tel: 01443 815588
www.caerphilly.gov.uk

Cardiff County Council

County Hall
Atlantic Wharf
Cardiff CF10 4UW
Tel: 029 2087 2000
www.cardiff.gov.uk

Carmarthenshire County Council

The Department for Education and Children
Building 2, St. David's Park
Jobswell Road,
Carmarthen SA31 3HB
Tel: 01267 246500
www.carmarthenshire.gov.uk

Ceredigion County Council

Canolfan Rheidol
Rhodfa Padarn, Llanbadarn Fawr
Aberystwyth
Ceredigion SY23 3UE
Tel: 01970 633600
www.ceredigion.gov.uk

Conwy Council

Conwy Education Services
Government Buildings
Dinerth Road
Colwyn Bay LL28 4UL
Tel: 01492 575031/032
www.conwy.gov.uk

Denbighshire County Council

Education Services
County Hall
Wynnstay Road
Ruthin LL15 1YN
Tel: 01824 712777
www.denbighshire.gov.uk

Flintshire County Council

County Hall
Mold
Flintshire CH7 6NB
Tel: 01352 752121
www.flintshire.gov.uk

Gwynedd County Council

Education Department
Council Offices
Shirehall Street
Caernarfon
Gwynedd LL55 1SH
Tel: 01286 679467
www.gwynedd.gov.uk

Isle of Anglesey County Council

Education Service
Park Mount
Glanhwfa Road
Llangefni
Anglesey LL77 7EY
Tel: 01248 752900
www.anglesey.gov.uk

Merthyr Tydfil County Borough Council

Civic Centre
Castle Street
Merthyr Tydfil CF47 8AN
Tel: 01685 725000
Education: 01685 724600
www.merthyr.gov.uk

Monmouthshire County Council

County Hall
Cwmbran NP44 2XH
Tel: 01633 644644
www.monmouthshire.gov.uk

Neath Port Talbot County Borough Council

Civic Centre
Port Talbot SA13 1PJ
Tel: 01639 686868
www.npt.gov.uk

Newport City Council

Civic Centre
Godfrey Road
Newport NP20 4UR
Tel: 01633 656656
www.newport.gov.uk

Pembrokeshire County Council

County Hall
Haverfordwest
Pembrokeshire SA61 1TP
Tel: 01437 764551
www.pembrokeshire.gov.uk

Powys County Council

County Hall
Llandrindod Wells
Powys LD1 5LG
Tel: 01597 827460
www.powys.gov.uk

Rhondda Cynon Taff County Borough Council

Ty Trevithick
Abercynon
Mountain Ash CF45 4UQ
Tel: 01443 744000
www.rctcbc.gov.uk

City and County of Swansea

County Hall
Oystermouth Road
Swansea SA1 3SN
Tel: 01792 636000
www.swansea.gov.uk

Torfaen County Borough Council

Civic Centre
Pontypool NP4 6YB
Tel: 01495 762200
www.torfaen.gov.uk

Vale of Glamorgan Council

Civic Offices
Holton Road
Barry CF63 4RU
Tel: 01446 700111
www.valeofglamorgan.gov.uk

Wrexham County Borough Council

Lifelong Learning Department
16 Lord Street
Wrexham LL11 1LG
Tel: 01978 297401
www.wrexham.gov.uk

2. REGIONAL CONSORTIA IN WALES

Central South Consortium Joint Education Service

- Bridgend County Borough Council;
- Cardiff Council;
- Merthyr Tydfil County Borough Council;
- Rhondda Cynon Taf County Borough Council; and
- Vale of Glamorgan County Borough Council.

<http://www.cscjes.org.uk/>

South East Wales Education Achievement Service (EAS)

- Blaenau Gwent County Borough Council
- Caerphilly County Borough Council
- Monmouthshire County Borough Council
- Newport City Council
- Torfaen County Borough Council

<http://www.sewales.org.uk/>

ERW Regional Consortium

- Carmarthenshire County Council
- Ceredigion County Council
- Neath and Port Talbot County Borough Council
- Pembrokeshire County Council
- Powys County Council
- City and County of Swansea

<http://www.erw.wales/>

GwE

- Conwy County Borough Council
- Denbighshire County Council
- Flintshire County Council
- Gwynedd Council
- Isle of Anglesey County Council
- Wrexham County Borough Council

<http://www.gwegogledd.cymru/>

3. DIOCESAN DIRECTORS OF EDUCATION

Diocese Bangor

Diocesan Office
Cathedral Close
Bangor LL57 1RL
Tel: 01248 354999

Diocese Llandaff

Diocesan Office
The Court
Coychurch
Bridgend CF35 5EH
Tel: 01656 868868

Diocese of Menevia

27 Convent Street
Greenhill
Swansea SA1 2BX
Tel: 01792 644017

Diocese Monmouth

Diocese Office
64 Caerau Rd.
Newport NP20 4HJ
Tel: 01633 267490

Diocese St Asaph

Diocesan Office
High Street
St. Asaph
LL17 0RD
Tel: 01745 582245

Diocese St. Davids

St. Davids Diocesan Office
Abergwili
Carmarthen SA31 2JG
Tel: 01267 236145

Diocese Swansea/Brecon

Diocesan Director of Education
Broadway
Llandrindod Wells
LD1 5HT
Tel: 01591 822739

Diocese of Wrexham

Curial Offices
Sontley Road
Wrexham LL13 7EW
Tel: 01978 262726

Archdiocese of Cardiff

Archdiocese of Cardiff Schools
Commission
Archbishop's House
41/43 Cathedral Road
Cardiff CF11 9HD
Tel: 029 2023 3838

4. USEFUL CONTACT INFORMATION

Advisory, Conciliation and Arbitration Services (ACAS)

www.acas.org.uk

Advisory Centre for Education (ACE)

www.ace-ed.org.uk

Association of School and College Leaders (ASCL)

www.ascl.org.uk

Association of Teachers and Lecturers (ATL)

www.atl.org.uk

Catholic Education Service

www.cesew.org.uk

Children in Wales

www.childreninwales.org.uk

Children's Commissioner for Wales

<http://www.childcomwales.org.uk/>

ContinYou Cymru

www.continyou.org.uk

Citizens Advice Bureau

www.citizensadvice.org.uk

Equality and Human Rights Commission

<http://www.equalityhumanrights.com/>

Estyn

<https://www.estyn.gov.wales/>

Education Workforce Council (EWC)

<http://www.ewc.wales/site/index.php/en/>

Governors Wales

www.governors.wales

National Assembly for Wales

<http://www.assembly.wales/en/Pages/Home.aspx>

National Association of Headteachers (NAHT)

www.naht.org.uk

National Association of Schoolmasters and Union of Women Teachers (NASUWT)

www.nasuwt.org.uk

National Union for Teachers (NUT)

www.teachers.org.uk

Legislation

www.legislation.gov.uk

SNAP Cymru (Special Needs Advisory Panel)

Tel: 02920 684868

www.snapcymru.org

Times Educational Supplement (TES)

www.tes.co.uk

Wales Pre-school Playgroups Association

www.walesppa.org

Welsh Government (Cathays Park)

<http://gov.wales/?lang=en>

Welsh Joint Education Committee (WJEC)

www.wjec.co.uk

Welsh Local Government Association (WLGA)

www.wlga.gov.uk

Undeb Cenedlaethol Athrawon Cymru (UCAC)

www.athrawon.com

USEFUL CONTACT INFORMATION

There are increasing differences in legislation between England and Wales, particularly with school governance so be careful if you look at the following as there are major differences:

Department for Education (DfE)

Tel: 0370 000 2288

<http://www.education.gov.uk/>

National Governors Association (NGA)

Tel: 0121 237 3780

www.nga.org.uk

Governorline (England)

Tel: 08000 722 181

www.education.gov.uk/governorline

5. RESOURCES

This is not a definitive list of resources for school governors. Links to access additional support material are added below.

REGULATIONS

- The Education (School Development Plans) (Wales) Regulations 2014
- The Staffing of Maintained Schools (Wales) (Amendment) Regulations 2014
- The Federation of Maintained Schools (Wales) Regulations 2014
- The School Governors' Annual Reports (Wales) (Amendment) Regulations 2013
- The Collaboration Between Education Bodies (Wales) Regulations 2012
- The School Teacher Appraisal (Wales) Regulations 2011
- The School Governors' Annual Reports (Wales) Regulations 2011
- The School Funding (Wales) Regulations 2010
- The Changing of the School Session Times (Wales) Regulations 2009
- The Staffing of Maintained Schools (Amendment) (Wales) Regulations 2009
- The Staffing of Maintained Schools (Amendment No. 2) (Wales) Regulations 2009
- Control of School Premises (Wales) Regulations 2008
- Control of School Premises (Amendment) (Wales) Regulations 2008
- The Collaboration between Maintained Schools (Wales) Regulations 2008
- The Maintained Schools (Partnership Agreements) (Wales) Regulations 2007
- The Staffing of Maintained Schools (Miscellaneous Amendments) (Wales) Regulations 2007
- The Staffing of Maintained Schools (Wales) Regulations 2006
- The Government of Maintained Schools (Wales) Regulations 2005
- The Governor (Allowances) (Wales) Regulations 2005
- The New Maintained Schools (Wales) Regulations 2005
- The School Councils (Wales) Regulations 2005

More regulations are available on <http://www.legislation.gov.uk/wsi>

PUBLICATIONS FROM THE WELSH GOVERNMENT

Circulars

011/2014	Federation process of maintained schools in Wales
009/2014	Safeguarding Children in Education – guidance on handling allegations of abuse against teachers and other staff
002/2013	Guidance for schools and local authorities on implementing effective staff disciplinary and dismissal procedures
011/2012	School Governing Body Complaints Procedures
015/2011	Guidance for governing bodies on school uniform and appearance policies
022/2010	Guidance on establishing school/further education institution (FEI) consortia arrangements
019/2010	Guidance on Sex and Relationships Education
021/2009	School Organisation Proposals
018/2009	Reporting Misconduct and Incompetence in the Education Service
007/2009	Collaborative Arrangements between Further Education Institutions and Schools
016/2008	Guidance on The Maintained Schools (Partnership Agreements) (Wales) Regulations 2007
006/2008	Guidance for Governing Bodies on School Uniform and Appearance Policies
005/2008	Safeguarding Children in Education
36/2007	Procedures for Whistleblowing in Schools and Model Policy
12/2007	Parents and Parental Responsibility
47/2006	Inclusion and Pupil Support

42/2006 Guidance for Governing Bodies on the Establishment and Operation of School Councils

Information Documents

093/2010 Opening Schools in Extreme Bad Weather

Guidance Documents

155/2014 School Development Plans
153/2014 Capability of headteachers – guidance for schools
146/2014 Healthy eating in maintained schools: statutory guidance
129/2014 Schools causing concern - Guidance for schools and local authorities
117/2013 Guidance on mandatory training for governors and clerks
116/2013 Penalty notices for non-attendance at school
115/2013 Governing body clerk training in Wales
114/2013 Induction training for governors in Wales
113/2013 Training for school governors in Wales on understanding school data
112/2013 Training for chairs of governors in Wales
104/2013 Statutory guidance to the governing bodies of maintained schools in Wales regarding the duty to hold meetings with parents
002/2013 Guidance for schools and local authorities on implementing effective staff disciplinary and dismissal procedures
083/2012 Exclusion from Schools and Pupil Referral Units
082/2012 Performance Management for unattached teachers
074/2012 Performance Management for headteachers
073/2012 Performance Management for teachers
070/2012 Guidance on the federation process in maintained schools
053/2011 School toilets – good practice guidance for schools in Wales
041/2010 Safe and effective intervention – use of reasonable force and searching for weapons

CODES

School Admissions Code (005/2013) and School Admission Appeals Code (007/2013)
School Organisation Code (006/2013)
[Special Educational Needs](#) (2004)

Other documents

Guidance for Governing Bodies on Charging for School Activities
Respecting Others: Anti-bullying guidance

All available on:

<http://www.governors.wales/publications/welsh-government-publications/>

SCHOOL GOVERNORS GUIDE TO THE LAW

<http://gov.wales/topics/educationandskills/schoolshome/fundingschools/school-governance/schoolgovguide/?lang=en>

6. GOVERNORS WALES' PUBLICATIONS

[Principles of Conduct for School Governors](#) – Amended April 2015

[A Handbook for Governors of Schools in Wales](#)

[Information for new governors](#)

[Top tips for governors](#) – Amended October 2015

[Top tips for clerks](#) – Amended March 2017

[Role of the vice-chair](#)

[Roles and Responsibilities of School Governing Bodies in Wales](#)

[Governing Body Skills Questionnaire](#)

Fact Files:

- [Policy Documents and Statutory Documents](#) (01/04) – February 2016
- [Mandatory National Professional Qualification for Headship](#) (03/05) - Amended December 2010
- [Revised National Standards for Headteachers](#) (04/05): Amended November 2011
- [Jargon Buster](#) (01/06): Revision 12 – September 2017
- [Complaints Procedures](#) (01/07) - Amended November 2012
- [Disciplinary and Dismissal Procedures for School Staff](#) (02/07) - Amended December 2012
- [Governors' Annual Report to Parents](#) (01/08) - Amended September 2017
- [Parents' Meetings](#) (01a/08) - Amended October 2013
- [Pupil Participation, Associate Pupil Governors and School Councils](#) (02/08)
- [The Critical Friend](#) (01/09) - Amended January 2013
- [Modern Foreign Languages](#) (02/09) – produced jointly with CILT
- [School Uniform and Other Costs of Schooling](#) (01/11)
- [Promoting and Supporting Effective Pupil Participation – The Role of Governors](#) (02/11)
- [The Equality Act 2010 – Key Points for Schools](#) (03/11)
- [The Public Sector Equality - Key Points for Schools](#) (03/11)
- [Procedures for Whistleblowing in Schools](#) (01/12) – Amended June 2013
- [The Strategic Role](#) (02/12)
- [Link Governors](#) (03/12)
- [The Role of the School Governor](#) (01/13)
- [Capability of Teaching Staff in Schools](#) (01/14)

- [Capability of Headteachers](#) (02/14)
- [The Data Protection Act 1998 \(DPA\)](#) (01/15)
- [Freedom of Information Act 2000 \(FOIA\) & the Environmental Information Regulations 2004 \(EIR\)](#) (02/15)
- [Data Protection Act \(DPA\) – Subject Access Requests and requests for pupil information](#) (03/15)
- [Categories of governors](#) (01/16)
- [Parental engagement – the role of the governing body](#) (01/17)

Governor Guides:

- [Preventing Bullying](#) - Amended September 2015
- [Community Focused Schools](#) – produced jointly with ContinYou Cymru
- [Appointment of Headteachers / Deputy Heads](#) - Amended March 2011
- [The Effective Governing Body](#) - Amended October 2015
- [The Role of the Chair](#) - Amended February 2016
- [Self-Evaluation](#) - Amended June 2016
- [The Use of Performance Data](#) - Amended November 2016
- [The Role of the Clerk](#) - Amended September 2017
- [Collaboration](#) - Amended Spring 2016
- [Model Governing Body Committee Structure / example terms of reference](#) - Amended September 2015
- [Governors and Finance](#)
- [Election and appointment of governors](#)
- [Careers and the World of Work](#)
-

7. SERVICES PROVIDED BY GOVERNORS WALES

Our role:

- Encouraging efficient and effective governance of schools;
- Providing advice and guidance;
- Identifying training needs;
- Promoting the entitlement of governors to training;
- Disseminating best practice;
- Raising the profile and status of governors;
- Helping governors to focus on the consequences of their work for learners;
- Representing their views, concerns and aspirations of governors to policy-makers.

The services we offer include:

- An Independent, confidential, bilingual helpline (0845 60 20 100 – local rate);
- A website;
- A Handbook for Governors of Schools in Wales;
- Published guidance (fact files, governor guides);
- Developing a Quality Mark for governing bodies with Local Authorities;
- Encouragement and support for local associations of governors;
- Regular conferences;
- Development support;
- Reflect the concerns of governors by influencing policy development.

8. JARGON BUSTER – ACRONYMS

You will find that in your role as governor, you will come across a bewildering array of educational jargon from time to time. A glossary of many of the abbreviations and acronyms is provided below which you are likely to encounter in meetings.

ORGANISATIONS

ACAS	-	Advisory Conciliation and Arbitration Service
ACE	-	Advisory Centre for Education
ADEW	-	Association of Directors of Education in Wales
CES	-	Catholic Education Society
DDE	-	Diocesan Director of Education
DfES	-	Department for Education and Skills
DfE	-	Department for Education
EFQM	-	European Foundation for Quality Management
EHRC	-	Equality and Human Rights Commission
ESRC	-	Economic and Social Research Council
ESTYN*	-	Her Majesty's Inspectorate for Education and Training in Wales
EWC	-	Education Workforce Council
HSE	-	Health & Safety Executive
IIS	-	Independent Investigation Service
LA	-	Local Authority
NAC	-	National Assembly Commission
NAfW	-	National Assembly for Wales
NASEN	-	National Association for Special Educational Needs
NFER	-	National Foundation for Educational Research
NGA	-	National Governors Association
NGFL	-	National Grid for Learning
NS	-	National Society
OfSTED	-	Office for Standards in Education
PTAUK	-	Parent Teacher Associations UK
SNAP	-	Special Needs Advisory Project
STRB	-	School Teacher Review Body
TES	-	Times Educational Supplement
WG	-	Welsh Government
WJEC	-	Welsh Joint Education Committee
WLGA	-	Welsh Local Government Association

** Estyn is not an acronym. It is a Welsh word meaning to reach / extend*

LEGISLATION / INITIATIVES

DBS	-	Disclosure and Barring Service
DPA	-	Data Protection Act
FOIA	-	Freedom of Information Act
IIP	-	Investors in People
PFI	-	Private Finance Initiative
SI	-	Statutory Instrument
SSFA	-	Schools Standard and Framework Act
SENDIST	-	Special Educational Needs and Disability Tribunal
STP&CD	-	School Teachers' Pay and Conditions Document

LOCAL AUTHORITY / REGIONAL CONSORTIA

CA	-	Challenge Advisers
CSCJES	-	Central South Consortium Joint Education Service
CEO	-	Chief Education Officer
CSO	-	Chief Schools Officer
DOE	-	Director of Education
EAS	-	Education Achievement Service for South East Wales
ERW	-	Education Through Regional Working
ESP	-	Education Strategic Plans
EWO	-	Education Welfare Officer
GSU	-	Governor Support Unit
GwE	-	North Wales Regional School Effectiveness and Improvement Service
ITT	-	Initial Teacher Training
LAC	-	Looked After Children
NNEB	-	National Nursery Examination Board
PGR	-	Parent Governor Representative
PRU	-	Pupil Referral Unit
SSA	-	Standard Spending Assessment
VA	-	Value Added
WESPs	-	Welsh in Education Strategic Plans

INSPECTION

CIF	-	Common Inspection Framework
HMI	-	Her Majesty's Inspector of Schools
IA	-	Inspection Area
LI	-	Lay Inspector
PI	-	Peer Inspector
PIC	-	Pre-Inspection Commentary
RI	-	Reporting Inspector
SAP	-	School Action Plan
SER	-	Self-Evaluation Report

UNIONS

ASCL	-	Association of School and College Leaders
ATL	-	Association of Teachers and Lecturers
GMB	-	Britain's General Union
NAHT	-	National Association of Headteachers
NASUWT	-	National Association of Schoolmasters and Union of Women Teachers
NUT	-	National Union of Teachers
UCAC	-	National Association of Teachers in Wales
UNISON	-	Union of Public Service Employees
UNITE *	-	Union formed by the merger of T&G and Amicus
Voice *	-	The Union for Education Professionals

SCHOOL-RELATED / GENERAL

'A' Level	-	Advanced Level
ADD	-	Attention Deficit Disorder
ADHD	-	Attention Deficit Hyperactivity Disorder
AEN	-	Additional Educational Needs
AfL	-	Assessment for learning
ALS	-	Additional Literary Support
ALN	-	Additional Learning Needs
ALNCO	-	Additional Learning Needs Co-ordinator
AN	-	Admission Number
ARP	-	Annual Report to Parents
APG	-	Associate Pupil Governors
'AS' Level	-	Advanced Subsidiary Level
AT	-	Attainment Target
AWPU	-	Age-Weighted Pupil Unit
AWPS	-	Average Wider Points Score (6 th form)
BM	-	Benchmarking
BTEC	-	Business and Technology Education Council
CI	-	Challenge Index
CFR	-	Consistent Financial Reporting
CPD	-	Continual Professional Development
CPS	-	Capped Points Score
CSI	-	Core Subject Indicator
CYP	-	Children and Young People
DEWi	-	The Data Exchange Wales Initiative
EAL	-	English as an Additional Language
EBD	-	Emotional and Behavioural Difficulties
EIG	-	Education Improvement Grant
EMA	-	Education Maintenance Allowance
EMAS	-	Ethnic Monitoring Advisory Service
EPD	-	Early Professional Development
EYDCP	-	Early Years Development and Childcare Partnership
EYFPOI	-	Early Years Foundation Phase Outcome Indicator
EWO	-	Education Welfare Officer
FE	-	Further Education
FEI	-	Further Education Institution
FFT	-	Fischer Family Trust
Ffynnon	-	Ffynnon (school data portal)
FP	-	Foundation Phase
FSM	-	Free School Meals
FTE	-	Full Time Equivalent
GB	-	Governing Body
GCE	-	General Certificate of Education
GCSE	-	General Certificate of Secondary Education
GNVQ	-	General National Vocational Qualification
HE	-	Higher Education
HLTA	-	Higher Level Teacher Assistant
HOD	-	Head of Department
HOY	-	Head of Year
HSA	-	Home-School Agreement

SCHOOL-RELATED / GENERAL

ICT	-	Information Communications Technology
IEP	-	Individual Education Plan
INCERTS *	-	Assessment tool for schools
INSET	-	In-Service Education and Training
ISF	-	Innovative Schools Fund
ISR	-	Individual School Range
ITT	-	Initial Teacher Training
KS	-	Key Stage
LAC	-	Looked After Children
LAP	-	Language and Play
LLC	-	Language, Literacy and Communication Skills
LNF	-	Literacy and Numeracy Framework
LPSH	-	Leadership Programme for Serving Headteachers
LSA	-	Learning Support Assistant
L1Th	-	Level 1 Threshold
L2Th	-	Level 2 Threshold
L2+	-	Level 2 Threshold, including English / Welsh and Mathematics
MAT	-	More able and talented
MD	-	Mathematical Development
MFL	-	Modern Foreign Languages
MLD	-	Moderate Learning Difficulties
NC	-	National Curriculum
NDC	-	National Data Collection
NOR	-	Number on Roll
NPQH	-	National Professional Qualification for Headship
NQT	-	Newly Qualified Teacher
NRA	-	National Record of Achievement
NSP	-	National Support Programme
NVQ	-	National Vocational Qualification
OSHL	-	Out of School Hours Learning
PDG	-	Pupil Development Grant
PGCE	-	Post-Graduate Certificate of Education
PHIP	-	Professional Headship Induction Programme
PI	-	Performance Indicator
PLC	-	Professional Learning Community
PLASC	-	Pupil Level Annual School Census
PPA	-	Preparation, Planning and Assessment time
PRP	-	Performance Related Pay
PSHE	-	Personal, Social and Health Education
PSDWBCD	-	Personal and Social Development, Well-being and Cultural Diversity
PTA	-	Parent Teacher Association
PTR	-	Pupil Teacher Ratio
QTS	-	Qualified Teacher Status
RE	-	Religious Education
ROA	-	Record of Achievement
SBIG	-	School Buildings Improvement Grant
SDP	-	School Development Plan
SEAL	-	Social and Emotional Aspects of Learning
SEG	-	School Effectiveness Grant

SCHOOL-RELATED / GENERAL

SEN	-	Special Educational Needs
SENCO	-	Special Educational Needs Co-ordinator
SIMS	-	School Information and Management System
SL	-	Subject Leader
SLA	-	Service Level Agreement
SLD	-	Severe Learning Difficulties
SLMs	-	School Leadership Modules
SMT	-	Senior Management Team
SSSP	-	Summary of Secondary School Performance
STA	-	Statutory Teacher Assessments
STEPS *	-	Assessment tool for schools
STF	-	Specialist Teaching Facility
S3i	-	Supported School Self-Improvement
TA	-	Teaching Assistant
TLR	-	Teaching and Learning Responsibility
UPN	-	Unique Pupil Number
UPS	-	Upper Pay Scale
VA	-	Voluntary-Aided
VC	-	Voluntary Controlled
WED	-	Welsh Examinations Database
WIMD	-	Welsh Index of Multiple Deprivation
WSL	-	Welsh Second Language
WRE	-	Work Related Education