



29 April 2009

Dear Parents,

I write on behalf of the Governing Body, following the completion of another successful year for the school, where our pupil numbers have been at a record high and where we have seen many structural changes to the fabric of the school.

Whilst our own internal recruitment of new children has continued, the addition of the families from St Dominic's has significantly increased our numbers. The speed with which the new children have integrated into the school is a credit to both the children and also the staff, who have worked tirelessly to make this happen.

It would be remiss of me not to give a special mention to Mrs Edwards our School Bursar at this point, who has spent a huge amount of time both during holidays and weekends to ensure that we had the new classroom in place to accommodate our growing family.

We have been extremely fortunate in attracting the very best people to the staff at St Joseph's. You may have noticed in the press recently that we have been advertising for a Deputy Head to start with us from September. We are hoping to interview before the end of May, with a view to having the new person in place for September. The successful candidate will need to work to our exacting standards and maintain the curriculum focus alongside our commitment to the Gifted and Talented programme to ensure that we develop the strengths of every child in our care.

I always take this opportunity to give a special mention to Mrs Trevor and her team on the PTA, without whom we would not have such regular and well organised events. This year is no exception, where the PTA have enjoyed another year of spectacular success. The danger of this is that it is accepted as the 'norm', but there is a tremendous amount of hard work that happens in the background, where this is now having tangible results with the new IT kit which is appearing around the school.

Our 50-week provision is continuing, to provide essential holiday cover to working families, where this is being well supported and where we are continuing to receive good quality feedback regarding the range of activities and organisation. Mr Shone and his team at Hanford Day Nursery have dovetailed their operations into St Joseph's, to maintain our quality offering, where the Governors are extremely grateful for their support.

I would lastly like to draw your attention to the recent letter that has been sent out asking for your support/queries, which annually we take forward to the Governors Planning Day, which is due to take place in May. This gives us essential feedback and enables us to shape our strategy for the year ahead and any feedback that you have would be most welcome.

Thank you for your continued support of the school.

Yours faithfully

**Mr D Harding Chair of Governors**

*St Joseph's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*Headteacher: Mrs S.D. Hutchinson BEd  
Rookery Lane, Trent Vale, Stoke on Trent, ST4 5RF Tel: 01782 417533 Fax: 01782 849327*

*Email: enquiries @stjosepsprepschool.co.uk St. Joseph's Preparatory School is a Registered Charity and a member of the Independent Schools Association and the Catholic Independent Schools Conference*



# The Governing Body's Report to Parents 2009 / 2010

## **THE GOVERNING BODY 2009 / 2010 OF ST. JOSEPH'S PREPARATORY SCHOOL**

All Governors are appointed by the Trustees of the school, the Congregation of Christian Brothers.

Mr D Harding (Chair)

Mrs J Sawyers (Vice Chair)

Mrs J Collis

Mr P Wilson

Mrs S Carter

Mr W Hammond

Mrs S Shipley

Mr E Ditchfield

Mr J Egan

Mr J Lewis

Mr S Hulme

Governors (Ex Officio) Headteacher: Mrs S Hutchinson

Staff Representative: Mrs M Gibbs

Clerk to Governors: Mrs H Pickford

## **1. Staffing**

Staff have continued to show dedication and hard work in all areas of school, thus enabling the school to maintain high expectations and standards.

In July 2009 we said “Thank you” to Mrs Fitzpatrick for her learning support when she left to pursue a career in Councelling.

Miss Tomkinson joined the team in September 2010 as Learning Support / Classroom Assistant.

In November 2009 Rebecca Dale joined the Joe’s Club Team.

Mrs Short joined the team in January 2010 to work as Learning Support.

Mr Fordham left and we thanked him for his hard work with our gymnasts and have been pleased to welcome Mr Rowley who is currently nursing a broken foot. We wish him a speedy recovery.

Mrs Stuart has recently joined the school to support Mrs Denson as she cleans the school.

Mrs Davies and Mrs Clayton are about to take Maternity Leave and have been replaced during this time by Mrs Clarke and Miss Kirk.

Due to increased pupil intake in September 2009, PP2 was split into two smaller class units. Miss Oakes joined the team to teach one of these classes.

Mrs MacDonald received “Teacher of the Year” recognition.

Miss Simpson has been nominated for “Teacher of the Year 2010”. We are awaiting the results.

The school is grateful for the work of all peripatetic staff who work in the school.

The invaluable work of all support staff enables the school to operate smoothly.

## **2. Curriculum and Staff Development**

Throughout the year staff have undertaken professional development relevant to their subject areas.

All staff members received ‘Safeguarding Training’ in September 2009.

Mrs Hutchinson has received training for ‘Safer Recruitment’.

Mr Hood, Mrs Macdonald, Mrs Taylor have received ‘C.A.F. Training’ (Common Assessment Framework).

Mrs A. Taylor gained ‘Early Years Professional Status’.

Joe’s Club staff have continued their Professional Development.

Miss Gerrard is currently working towards her Level 3 qualification.

Staff have reviewed Schemes of Work and Policies.

All Policies have been updated.

Curriculum provision, including assessment is reviewed Termly.

Senior Managers have met to plan the timetable and review the School Evaluation Form.

Early Years Staff have written an Early Years Evaluation Form.

Teaching Staff and Governors reviewed the School Improvement Plan.

### **3. Religious & Pastoral Life**

The school underwent a Religious Education Inspection in November 2009 led by Mr T. Dillon. Miss Simpson reviewed R.E. Schemes of Work and Policies.

An R.E. School Evaluation Form was written using the New Inspection Format.

Father Rob Taylerson has continued to lead regular school Masses at St. Teresa's Church.

Father Kemble celebrated Harvest Mass at Holy Trinity Church, Newcastle.

Father Philip Griffin welcomed us to Holy Trinity Church for our Christmas Service.

We express our thanks to all the Priests who have helped us.

The school has celebrated with the children who received the Sacraments of First Holy Communion and Confirmation. We thank all those who helped prepare them.

Children from Reception upwards have taken part in Lenten Masses, Stations of the Cross and Lenten Reflections.

All the School Family have been involved in raising money for our chosen Charities during Lent.

The various fundraising activities have raised the following amounts:

- ❑ Life Boats           £146.50
- ❑ Sponsored Spell   Still Awaiting Monies from Parents
- ❑ Lent Fundraising   £526.92
- ❑ Jar Tombola       £128.40
- ❑ Christingle         £259.14

Pupils in Prep 5 and Prep 6 have raised money throughout the year for Charities that they have chosen and have received letters of thanks.

Throughout the year all classes have led / will lead a whole school assembly and Prep children have led Mass.

Children in PP1 led a Christingle Service.

Early Years and Pre Prep children led Mother's Day Assemblies.

Prep 3 led a May Day procession and service to honour our Blessed Lady.

Father Rob will lead a Mass to celebrate the Feast Day of Blessed Edmund Rice.

### **4. External Examinations**

In September 2009 our children from Prep 6 moved to Year 7 at:

- ❑ Denstone College
- ❑ St. Joseph's College
- ❑ Newcastle-under-Lyme School
- ❑ Stoneyhurst
- ❑ St. John Fisher R.C.
- ❑ Clayton Business and Language College
- ❑ St. Peter's C of E High School
- ❑ Madeley High School
- ❑ Wolstanton High School

### **5. P.T.A.**

The school continues to benefit from the generosity of the P.T.A. The focus this year has been on provision of I.C.T. and to date two new Interactive Whiteboards have been installed.

The Governing Body wish to record their thanks to all members of the P.T.A. who work tirelessly under the direction of the Chairperson Mrs Lisa Trevor.

Once again the P.T.A. have organised a variety of successful events throughout the year.

## **6. Community Links and School Visitors**

Members of Prep 6 and the Eco Committee tended our allotment.

Weekly Fair Trade Stalls have proved successful and engaged children in considering this area of concern.

Oakhill Primary School welcomed us for our Sports Days.

Mrs Hutchinson has attended community meetings regarding Parking in the local area and Road Safety.

Headteacher's and Teachers from Bal Baharati Schools in India visited the school and spent time with staff and children as part of our Ukerie Project and our International Schools Status.

The Eco Committee meet regularly.

## **7. Visitors have included:**

- Stoke City F.C.
- Representatives from C.A.F.O.D., Age Concern and Douglas Macmillan
- Mr Wilf Hammond (Christian Brother's Education Officer)
- Mrs Sally Carter (Head of St. Edward's, Preparatory Liverpool)
- Mr Tom Murray (Christian Brother's Development Officer)
- Members of Staffordshire Police
- Ms McBlane (Educational Psychologist)
- School Nursing Team
- Mr Terry Dillon (R.E. Inspector)
- City Music School
- Grahame Charlesworth (Safeguarding Training)
- Jonny Callender (Skip Hop Coach)
- Ward-Hendry Photographers
- Governors To Observe Subject Leaders

## **8. Fees**

School fees for September 2009 increased by approximately 4%.

## **9. Safeguarding / Child Protection**

This is a termly agenda item, and is continually reviewed.

All Staff have had updated training on Safeguarding Children.

Mrs Hutchinson received training on Safer Recruitment.

## **10. Health & Safety**

This is an on-going item on Staff and Governors Agenda.

Mrs Hutchinson and Mr Denson have conducted the annual Health & Safety Risk Assessment and Fire Safety Risk Assessment.

Mr Denson, Miss Harper and Miss Tomkinson have undertaken Fire Marshall Training.

## **11. Extra Curricular Clubs**

Staff and visiting experts continue to offer a range of Extra Curricular activities.

The Governors record their thanks to all Staff who lead Extra Curricular Clubs.

## **12. Breakfast Club & Joe's Club**

Both Clubs are well attended.

Governors are grateful to all Staff who work hard to ensure that children are well catered for in out-of-school hours.

### **13. Holiday Club**

The Governors would like to record their thanks to Mr Shone, Mrs Heaton and Staff of Hanford Day Nursery who run our Holiday Club. It has been a great success and is enjoyed thoroughly by all children who attend. It recently had an Ofsted Inspection and was awarded 'Outstanding'.

### **14. Parents**

Parent / Teacher Consultation Meeting have been held in October and March, both were well attended.

A Wine and Cheese Evening was held early in the academic year.

Parents and families have been welcomed to a variety of events throughout the year May 2009 / May 2010.

The school Governors are grateful for the continued support of parents and families in so many areas of school life.

### **15. Buildings**

Due to increased pupil numbers a new mobile classroom was erected on site in October. Some modifications have been undertaken inside to ensure that the school complies with the new Inspection requirements.

The Governing Body would like to extend their sincere thanks to Mrs Edwards, Bursar who organised the entire project.

### **16. Parking / Rookery Lane**

This is an on-going issue. Mrs Hutchinson has attended meetings with local Police and School Community Leaders to discuss and try to resolve parking issues.

The school has been allocated a Patrol Warden for Rookery Lane, but the post has not yet been filled.

This continues to be an area of concern and Mrs Hutchinson is working with other parties to try and alleviate this problem.

### **17. Governors' Sports Report (May 2009 to May 2010)**

Prep Sports afternoon was held on the playing fields at Oakhill Primary School once again. Unfortunately, the Nursery, Reception and Pre Prep Sport's Day was cancelled due to poor weather.

Sporting achievements: Summer term 2009 to present date are as follows:

#### **Summer term 2009(Teams)**

- Midlands ISA U'11 Kwik Cricket Tournament – Finalists
- Midlands ISA U'11 Mixed Rounders Tournament – Finalists
- Midlands ISA Junior Athletics Championships - U'9 Boys Relay team (4x75m) – 3<sup>rd</sup>
- Midlands ISA Junior Athletics Championships – U'9 Boys Athletics team – 2<sup>nd</sup> (beating the likes of St Edwards & Northampton Grammar School)

### Summer term 2009 (Individuals)

- Midlands ISA Junior Athletics Meet -Elijah Sawyers (yr3) 2<sup>nd</sup> in the yr4 boys 600m  
-Lewis Harding (yr4) 2<sup>nd</sup> in yr4 boys 60m  
-Unnamed Pupil (yr4) 2<sup>nd</sup> in the yr4 boys Cricket ball Throw  
-Ricardo Neto (yr6) 3<sup>rd</sup> in yr6 boys 150m  
(Elijah represented the Midlands team at the National Junior Athletics Meet)
- Midlands ISA Mini Tennis Tournament (hosted by St Joseph's)  
-William Shaw (yr5) Champion  
-Georgina Shaw (yr6) Semi-Finalist

### Autumn term 2009 (Teams)

- Midlands ISA U'11 5-a-side Football Tournament – Finalists
- Midlands ISA U'9 5-a-side Football Tournament – Semi-Finalists  
(St Joseph's were the only school to qualify for both Semi-Finals)
- Midlands ISA U'11 Boys Novice Gymnastic Championships – 3<sup>rd</sup>
- St Joseph's hosted the 4<sup>th</sup> ISA Midlands Mini-Hockey Tournament – Crackley Hall were this year's champions.

### Spring term 2010

- St Joseph's hosted the 5<sup>th</sup> ISA Midlands Tag Rugby Tournament- High Clare were this year's champions for the 2<sup>nd</sup> successive year and St Joseph's won the 3<sup>rd</sup> place play-off.
- St Joseph's hosted the 3<sup>rd</sup> ISA Midlands High5 Netball Tournament – Stafford Prep won the tournament for the 3<sup>rd</sup> successive year, beating St Joseph's in the final.

### **Conclusion**

I trust that you have enjoyed reading this Governors Report for 2009 / 2010 which gives a general overview of our busy, thriving and happy school.

May I take this opportunity to thank you for your continued support, and to wish Staff and Pupils well as we move into another academic year.

*DHarding.*

### **Mr Daran Harding Chair of Governors**

*St Joseph's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

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