

ST ANDREW'S MEDICAL CENTRE PPG



Minutes of the meeting held on 12/12/13

Present

Patient Representatives Rosie Serpis ,David Marshall, Jill Hicks, Roy Izatt , Fiona Brown, Carole Lee , Pauline Thrower, Ann Norman , Helen Burns, Joyce Drackard, Melanie Knight

Surgery Representatives Dr Debbie Mason, GP Partner, Dr Liz Robson GP Partner, Marion Sowter Medical Secretary.

Apologies	Apologies received from Susan Saunders, Anne Loveday and Tao Wilson.
Agree Minutes from last meeting, Update action plan	Minutes agreed from the meeting held on 10 th October 2013. Actions updated , Please see attached list
News from Medical Team	The Surgery has a new business manager Tanya Shaw. The surgery has new cleaning contractors and deep cleaning of the Doctors clinical rooms has commenced. Roy Izatt commented on how useful the 'diabetes weekly record sheet' downloadable from the STAMC website is. Dr Robson added that there is also an Asthma Yearly review sheet available.
PPG Fund	Helen Burns advised that setting up the Bank Account has been a long process and that it is still to be finalised. She will continue to pursue this with the bank.
PPG Communications	David Marshall updated the group on the screen and the website which is going well. He will talk to the sponsor's again in March to obtain sponsorship hopefully for 2014. The PPG group gave a Vote of Thanks to David for all his hard work in sorting out the St Andrews website.
PPG Social Events	There was a discussion on the points raised by Fiona Brown on the purpose of the coffee mornings and what should be included. It was concluded it was to raise money for a Spirometer for the surgery. Further discussions on advertising it. David to send Fiona a draft flyer to be amended as required. Flyer to be finalised by 1 st week in January. All participants of PPG were asked to bring a raffle prize to the next meeting. There was a further discussion on whether the surgery could display local art as discussed at previous meetings. It was decided that there is no space on the surgery walls but that they would be welcome to have a table at the coffee morning to sell some of their art. Fiona Brown offered to go back to the person concerned to discuss.
PPG Book stall	Ann Norman, reported that this is doing well, she has marked the books to monitor turnover and is looking at strategies to move on books that are failing to sell. There will be an opportunity to move on some books

	hopefully at the coffee morning.
Agenda Items from the Medical Centre	None put forward
Agenda Items from the PPG	Tao Wilson had asked to talk regarding Dementia Friends Initiative but unfortunately was unable to attend the meeting so this will be timetabled for the next meeting.
AOB	<p>We have been approached by an Osteopath who is willing to give a talk to St Andrews patients. The PPG had a discussion on whether providing speakers and talks was viable. Several surgeries nearby already provide this to patients. Dr Mason agreed to investigate how they do it.</p> <p>Roy Izatt shared the results of the recently published 2011-2012 National Diabetes Audit. Within this report West Kent CCG area remains in the lowest 25% of CCG's in England and Wales achieving the NICE recommended standard Diabetes annual monitoring checks and the 3 recognised treatment targets. There was some debate on the accuracy of the figures but Roy indicated that these results are arrived at by analysis of all Practice reports and not from patient responses.</p>
Date of Next Meeting	The Next meeting will take place on Thursday 6th March 2014 at 6pm in the surgery

ACTION ITEMS 13/12/2013

(items shown as 'done' WILL BE DELETED for the AGENDA of the next meeting)

NO	ACTION	Who	Added	Target	Done	Comments
1a	Open PPG Bank A/c	Helen	19/8	31/12		
13	Review participation at Fun Day 2014	PPG all	19/8	12/12	12/12	Not participating in 2014
14	Seek new PPG role appointment - Fun Day	PPG all	19/8	12/12	closed	
15	Plan capture of Patient mobile number	David/Liz/Sue	19/8	1/11	30/10	David draft email for Liz;
15a	Send out email to capture more phone nos	Sue	19/8	31/12		email responses to SAMC
19	Investigate PPG potential for charity status	Roy	19/8	31/12	20/12	We don't meet min. financial hurdle of £5k income per year
20	Plan March 8 coffee morning	Anne L Fiona Pauline Carole	17/10	31/1		Purpose: Spirometer fund to inc related material; raffle
20a	Draft & distribute coffee morning flier	Fiona	19/8	31/1		Get final printed and at SAMC for team to collect & distribute
21	Put TV screen on sales website e.g. ebay	Rosie	17/10	31/12		Dawn liaising with Sue
22	Clarify rules for annual questionnaire	Liz	17/17	30/10	closed	No longer required
23	Include hospital issues page on website	David/Ann L	17/10	15/1		Ann to suggest content
24	Makeover website	David/Sue	1/10	30/11	25/11	
25	Prepare/edit/distribute December newsletter	Sue/Debbie/David	1/11	1/12	5/12	
26	Meet to review current screen messages	Debbie/Sue/David	1/11	9/12	9/12	Identify changes to be made
27	Draft/edit/publish March Newsletter	Debbie/Sue/David	9/12	5/3		PPG members to send any suggestions to David
28	Draft/edit/publish June Newsletter	Debbie/Sue/David	9/12	5/6		PPG members to send any suggestions to David
29	Draft/edit/publish September Newsletter	Debbie/Sue/David	9/12	5/9		PPG members to send any suggestions to David
30	Draft/edit/publish December Newsletter	Debbie/Sue/David	9/12	5/12		PPG members to send any suggestions to David