



Notes of the meeting held on 5/3/15

Present

Patient Representatives David Marshall, Jill Hicks, Carole Lee, Helen Burns, Ann Norman, Anne Loveday, Susan May, Fiona Brown, Pauline Thrower, Joyce Waller, Joyce Drackard, Tao Wilson.

Surgery Representatives Dr Debbie Mason, GP Partner, Dr Bruce GP Partner, Dr Reshma Rajagopal GP Partner, Marian Sowter Medical Secretary,

Apologies	Apologies received from Melanie Knight and Sue Saunders. We warmly welcomed Olivia Gillmor to the PPG
Agree Notes from last meeting, Update action plan	Notes agreed from the meeting held on 11 th December 2014 Actions updated , Please see attached list
News from Medical Team	Dr Mason shared that the practice is in the process of recruiting two new Partners to date one has been recruited and is due to start in April 2015.They are continuing to recruit for the other partner. The practice is promoting 'My Doctor' patients will be asked who their registered Doctor is and encouraged to make appointments with their own doctor, particularly if they have long term conditions. The practice is in the process of changing the computer systems that they use and are looking at the compatibility of the medical equipment they currently use and are planning to purchase. From April 2015 Patients will be able to see some of their medical records on line (allergies and prescription to start with) Patients will need to register on the system. Look out for more details in the news letters.
PPG Fund	Helen Burns and Tanya (practice Manager) will meet in the Easter holidays to sort out anomalies in the spread sheets currently there is £2500 in the PPG fund.
PPG Communications	David Marshall and the doctors regularly meet to discuss the content of the screen in the waiting area of the surgery and what is available on the website. David updated us on the latest documents available and the visit rate of all the documents currently available.
PPG Social Events	We discussed the next coffee morning (28 th March 2015) Fiona and the social events team requested cakes with an Easter flavour. Olivia Gillmor is approaching local business for raffle prizes, she requested an official letter to be written confirming she is part of the PPG.
PPG Book stall	Ann Norman, reported that the book stall continues to do well.

Agenda Items from the Medical Centre	None received
Agenda Items from the PPG	None received
AOB	<p>David Marshall asked the Doctors what the main thrusts for the practice were for 2015. The doctors replied that they wanted to continue to promote their minor injuries service to encourage patients to attend the surgery rather than presenting at A/E and to encourage patients to book for their non emergency routine appointments with their own GP.</p> <p>Dates for meetings in 2015 are, 4th June, 10th September and 26th November.</p>
Date of Next Meeting	The Next meeting will take place on Thursday 4th June 2015 at 6.15pm in the surgery <u>Please be there by 6pm to help set up as the meeting will start promptly at 6.15pm</u>

ACTION ITEMS 6/3/2015 updates in red

NO	ACTION	Who	Added	Target	Done	Comments
46	Re-draft and print SAMC Patient info leaflet	David/Sue/Tanya	19/5	1/4/15		Redrafted June - Tanya to confirm NHS CQC requirement
51	Identify and approach additional sponsors	David/Debbie/Sue	14/11	ongoing		List includes: computer repairers furniture company (seats)
56	Plan next coffee morning	Fiona and team	21/11	28/3		
57	Draft/edit/publish Newsletter	Debbie/Sue/David	11/12	1/3		June Sep Dec. PPG members to suggest items to David
58	Review website & screen content & amend	Debbie/Sue/David	11/12	ongoing	24/2	June Sep Dec. PPG members to suggest items/changes
59	Establish contact with Cathy Mead	Helen	11/12	31/1	31/3	Cathy Mead to email David
60	Attempt to renew annual sponsorships due	David	1/1	1/3	1/3	Day Lewis Eye Concern The Gallery renewed for 2015
61	Identify & confirm new equipment to purchase	Debbie/Sue	5/3	31/3		New items from 1/3/2015
62	Prepare 'thank you' letter for raffle prize donors	Debbie	5/3	31/3		
63	Send 62 to donors	Debbie	5/3	15/4		Fiona/Olivia to provide list of donors names and addresses
64	Introduce My Doctor @ SAMC campaign	David/SAMC	15/2	15/3		Awareness campaign for patients to see their 'own Doctor'