

redhouse

S U R G E R Y

Patient Participation Group

Minutes of the meeting of the PPG held at the surgery on the 11th January 2011.

As recorded by Graham Perry

AGENDA Item 1. - Welcome and Apologies

Our Chairman, Graham welcomed all present and asked if he was to attempt to chair the meeting he needed to try and remember the names of all present. To this end he asked for a “round robin” and a personal introduction from all present.

This established those present as:

Graham Perry – Acting as Chair for the Evening +

Peter Barnes

Gill Needham

Allison Carlton

Nigel Vaughan

John ?

Huda Muhsin (GP)

Geoffrey Lee

Christine Cartwright

Susan ?

Anne Nash

Toni Rampello

Judith Westell

John Needham

Jane Hanlon

Angela Lovell

Rosi Shunmoogun

Nigel Bunting(GP)

AGENDA Item 2. Apologies had been received from:

John Agnew

Maureen Grant

Carolyn McIver

Monica Catelinet

Dianne ??

Mike Whitehand

Tony Mabbott

Fay Read

Robert Lea

Sandra Agnew

John Agnew

James Goldsworthy

AGENDA Item 3. *Minutes of Previous meeting. These had been circulated and were accepted as an accurate record.*

AGENDA Item 4. Review of A/P's

Jane has invited Bhervi to speak at the 1st themed meeting

Graham has provided topic guidance to Bhervi

Jane will purchase gift voucher as thank you for Bhervi

All to think of innovative Communication strategies to help promote the PPG to the practice population– ongoing. Jane/Nigel to investigate the possibility of running reports in order to generate a label list for a future communication to be sent out to those who have not had direct contact with the practice for 1-2-3 years.

Jane has received article suggestions for newsletter

Top tips paper – Ongoing

Graham still awaiting reply from Edith Todd – Discharge to agenda

AGENDA Item 5. *Future Meetings. As monthly meetings had been suggested as a trial it was agreed to continue with these, reviewing attendance and need on a rolling basis. Graham was asked to supply a schedule of “Core Group meeting” dates.*

A/P - Graham to supply a schedule of “Core Group meeting” dates.

AGENDA Item 6. Update Regarding Pharmacist speaker for Feb. meeting – It was confirmed that this was all arranged. A discussion followed on how best to publicise these planned themed meetings. Suggestions were made concerning articles in the Citizen, Supermarkets and posters on our notice board(s).

Agenda Item 7. Newsletter Update- Jane was to forward suggestions to Allison for editing and they would in turn send info to Nigel. Nigel confirmed all was on schedule. Nigel also confirmed that the Newsletters could be folded into A5 on production if the decision to do a mail shot is accepted.

Agenda Item 8. Upstairs Notice board –After discussion it was agreed that NO upstairs notice board was necessary. An upstairs poster signposting to the main PPG notice board to be produced and strategically placed around the surgery.

A/P - Poster to be produced (a/p owner needed!)

Agenda Item 9. Nomination of book keeper - Christine Cartwright has generously offered to look after our accounts and perhaps draw up a spreadsheet which we can circulate to the group to see how the funds are being generated and spent!

Agenda Item 10. MK LINK Updates – Graham to attend Open meeting next Wednesday.

Agenda Item 11. AOB – Fund Raising – Various ideas were discussed regarding raising funds to pay for things like a mailing to patients. Ideas suggested included:

- Stand at Midsummer madness
- Stand at West Bletchley Carnival
- Some involvement with Fenny Poppers

Anne Nash agreed to look into these and report to our next meeting

A/P – Anne to look into any fund raising ideas put forward.

Agenda Item 12. Date of Future Meetings

Core Group Meeting	31 st Jan 2011
Next PPG Meeting	8 th Feb 2011