

Friends of St Lawrence Surgery – Patient Participation Group

Notes of Committee Meeting held on 11th April 2017

Present: Jo, Diane, Hilary, Judith, David Clark, Phil, Eric, Dave, Claire, Chris

Item	Action
1. Apologies for Absence	
1.1	Apologies for absence received from Lindsey and Sue.
2. Minutes of the Last Meeting	
2.1	The minutes of the meeting held on 28 th February 2017 were agreed.
2.2	It was agreed that in future, a copy of the minutes would be posted to Patsy. Claire
3. Matters Arising	
3.1	Dr Hathaway's retirement presentation went well and she was pleased with her flowers and card from the Committee. A card is available for patients to sign at Reception.
4. Treasurer's Report	
4.1	Judith presented the Treasurer's Report – a copy is attached.
4.2	Judith kindly purchased a card for Bob's retirement from the Committee and it was circulated for signing. Jo kindly purchased garden vouchers to the value of £50 from the Committee and GPs to be included with the card as thanks from both the Committee and the Surgery for his hard work. Jo
4.3	Bob was invited to attend the AGM but has declined. He has kindly compiled information for the Chairman's Report, which Chris will incorporate with her own report and present at the AGM. Chris
4.4	It was confirmed that Tony Ede declines any gift in recognition for his work for the Committee.
5. Practice Manager's Report	
5.1	The surgery is delighted to have been awarded a Certificate of Excellence by iWantGreatCare for consistent good feedback from the patients and Primary Care Provider of the Year Award for "Personalisation of Care with Children and their Parents/Carers with Additional Needs".

5.2	<p>Dr Hathaway retired at the end of March. Practice Nurse Tracy Burrows has left to work at St Barnabas. Head Receptionist Liz Beer has retired after 20 years' service. Senior Receptionist Viv Ayres will be retiring at the end of May after 10 years' service, and Julie Clements will be retiring at the end of September after 30 years' service.</p>	
5.3	<p>Two new Practice Nurses are joining the surgery – Sarah Scrace and Sara Marcos Corrales. Rachel Taylor is joining the surgery as a Paramedic Practitioner. Dr Lauren Short has had a baby girl. Two trainee doctors are joining the surgery from April/July – Dr Georgina Edgerley-Harris and Dr Suzanne Daniel.</p>	
5.5	<p>Jo reported on the initial meeting of the Worthing Health Alliance Team (WHAT – North Cissbury). This comprises of Barn Surgery, Broadwater Medical Centre, Lime Tree Surgery, Phoenix Medical Centre, St Lawrence Surgery and Victoria Road Surgery. Jo outlined the key issues including providing “step up” beds at Salvington Lodge to redirect frailty admissions from secondary care, self-harm and the provision of a community assessment team for frailty/old age/end of life patients.</p>	
5.6	<p>The importance of keeping the PPG's from each surgery separate was discussed, rather than merge into one group in line with merged surgeries. The Committee agreed they wished to remain a separate entity.</p>	
6. Group Updates		
6.1	<p><i>Singing Group</i> – advertisements have been placed for a new conductor in the Newsletter and on the Facebook page. Jo will report any response. Phil reported that average attendance was approximately 20, with active members numbering 28. Phil is return to playing keyboard in May.</p>	<p>Jo Phil</p>
6.2	<p><i>Walking Group</i> – Eric reported the walks are well attended, with numbers increasing. A review of policy and procedures is underway, awaiting insurance quotes. Judith confirmed upon checking the PPG insurance policy, the Walking Group is covered. Walkers are informed they walk at their own risk but it will be necessary to upgrade risk assessments on new walks.</p>	<p>Eric</p>

	<p>The last First Aid refresher course was in November 2015 – Graham has kindly agreed to run a refresher or liaise with John who has undertaken this in the past. A donation of £60 was made to the PGG.</p> <p>A walk to the i360 is scheduled for 20th April. The next extra walk is scheduled for 16th May. A schedule of walks by Worthing Holiday Fellowship will be looked at for suitability for the Walking Group.</p>	Eric
6.3	Self-Care Group - nothing to report, as Debbie has been off sick.	
6.4	Bookshop – to date, sale of books has raised £196.91. The bookshop has a good supply of books and the shelves are regularly stocked.	Phil
6.5	Proposed Race night – Cotswold Road Working Men’s Club are happy to host the event at a cost of £85 for room hire. Catering options are being investigated. Eric to ascertain availability for Friday evenings in October.	Eric Eric
7. AGM & Nomination Forms		
7.1	Dave will be retiring from the Committee from the AGM.	
7.2	Nomination forms from those present were passed to Claire for the AGM.	
7.3	Claire to contact Sue to ask her to complete a nomination form.	Claire
7.4	Diane to confirm with Carol whether she wishes to continue as a Committee member.	Diane
7.5	Chris to confirm with Lindsey whether she is happy to undertake the role of Schools Liaison Officer.	Chris
8. NAPP Conference & Newsletter		
8.1	Chris outlined the key issues in the newsletter and will circulate a copy via email to the Committee.	Chris
8.1	Chris and Judith have kindly agreed to attend the Annual Conference. The Committee agreed to the expenditure to attend, including travel expenses.	Chris / Judith
8.2	PPG Awareness Week is 19 th – 24 th June. It was suggested that information could be added to the display alongside the donation box.	
9. PPG Leaflet Update		
9.1	The Committee were shown the new leaflet content and agreed to use the trifold design.	

9.2	Contact details of who to contact if people were interested in joining the PPG are to be added to the relevant section. A few continuity issues were to be amended in the text.	Jo
10. Future Calendar Dates		
10.1	The Fun Morning date has been altered to 15 th July to avoid clashing with another local event.	
10.2	It was agreed to set the following 12-month's Committee Meeting dates as the third Tuesday of the month, alternate months. To be circulated with the minutes.	Claire
11. Any Other Business		
11.1	A draft agenda for the AGM was discussed and agreed. The AGM is to be advertised on the Website and Facebook. Jo confirmed a consultant cardiologist would speak following the formal business of the evening. Patsy has kindly agreed to arrange catering for the event. Jo has kindly agreed to purchase wine and soft drinks.	Jo Patsy Jo

Next Committee Meeting

Tuesday 18th July at 6.30 pm in the Education Room at the Surgery

AGM

Tuesday 23rd May 2017

Future Committee Meeting Dates

Tuesday 19th September 2017

Tuesday 21st November 2017

Tuesday 16th January 2018

Tuesday 20th March 2018