

**Friends of St Lawrence Surgery – Patient Participation Group**  
**Notes of Committee Meeting held on 13th February 2018**

Present: Chris, Judith, Phil, Hilary, Eric, Lindsey, Richard,  
 Hilary, Robin, Jo,

ITEM	ACTION	
<b>1/2. Welcome and Apologies for Absence</b>		
	Apologies for absence were received from Sue and Patsy. Richard was welcomed. Diane has regretfully resigned.	
<b>3. Minutes of the Last Meeting</b>		
3.1	The minutes of the meeting held on 14 <sup>th</sup> November 2017 were agreed.	
<b>4. Matters Arising</b>		
4.1	All covered elsewhere	
<b>5. Treasurer's Report</b>		
5.1	Judith presented the Treasurer's Report – a copy is attached. Assets at present are £5555.06	
5.2	Group of 100- Judith reported that she has received, and completed, the first assignment, which only required her response this time (although this was in fact after discussion with Phil!) The GMC required feedback on possible leaflets/information about revalidation. She had copies of the leaflets with her to show the committee.	

<b>6. Practice Manager's Report</b>		
6.1	<p>15250 patients now. 1000 new patients.</p> <p>We are being very strict on boundaries when people move out of the area.</p>	
6.2	<p>The garage is being converted to provide a small waiting area and two small consulting rooms.</p> <p>MIAMI (Urgent Care Centre) will be moving from Durrington HC to St Lawrence from April 2018 which will be much more convenient for our patients. Services will include, Ear, nose and throat. Micro-suction and musco- skeletal.</p>	
6.3	<p>Spending request – a shed for PPG gazebos, tables etc. Jo will get some quotes and the builders are willing to lay a concrete base.</p>	Jo
6.4	<p>Following on from the Mental health PACE award ,the surgery has contacted all patients with mental health problems. A meeting was held last week and several suggestions have been made. These were shared.</p> <p>They liked the medical passport and would like it extended to adults. Chris suggested dementia should be included and the PPG could take this forward (and fund the leaflets) in liaison with the MH group.</p>	Chris/Jo
6.5	<p>Jo shared results from the patient survey and the surgery's action plan. There was an excellent response from patient's wanting to know more about the work of the PPG and Chris will</p>	

	<p>contact them all.</p> <p>The surgery, in consultation with the PPG Chairman, want to focus on our patients with dementia. This will be taken forward with Jasmine Bennett (receptionist) Chris will deliver dementia awareness training for receptionists in March.</p>	Chris/Jasmine
6.6	<p>Karen Jacobs will qualify as an advanced nurse practitioner from June.</p> <p>Dr. Simon Helyar is leaving next week.</p>	
<b>7. Chair's report</b>		
7.1	Copy attached with the action plan which there wasn't time to discuss.	
<b>8. Sub-Committees, Co-ordinators and Members</b>		
8.1	To be confirmed at the next meeting:	
<b>9. Christmas meal review</b>		
9.1	Chris has not yet booked. Jo suggested that the social group could discuss this.	
<b>10. AGM</b>		
10.1	Chris suggested that the patient conference could possibly be combined with the AGM. This will be discussed at the next meeting. Possible date for AGM 29 <sup>th</sup> May.	

<b>9. Communication</b>		
9.1	Karen Jacobs would like volunteers to help her with a presentation on osteoporosis on 6 <sup>th</sup> March 1.00pm for 30 minutes. Eric/Vinny, Chris, Jude and Phil volunteered. Eric will also ask Sylvia.	
<b>10. AOB</b>		
	Eric asked whether it would be possible to have leaflets to advertise the walkers group. This was agreed.	

### **Next and Proposed Future Committee Meeting**

**Tuesday 13<sup>th</sup> March 2018 at 6-30pm**

Tuesday 29<sup>th</sup> May 2018 at 6-30pm **AGM**

Tuesday 14<sup>th</sup> August 2018 at 6-30pm

Tuesday 18<sup>th</sup> September 2018 at 6-30pm

Tuesday 23<sup>rd</sup> October 2018 at 6-30pm

All meetings in the Education Room at the Surgery