

Friends of St Lawrence Surgery – Patient Participation Group

Notes of Special Committee Meeting held on 14th November 2017

Present: Eric, Chris, Sue, Diane, Claire, Judith, Phil, Hilary and Robin

Item	Action	
1. Apologies for Absence		
1.1	Apologies for absence received from Lindsey, Patsy and Alan.	
2. Minutes of the Last Meeting		
2.1	The minutes of the meeting held on 17 th October 2017 were agreed.	
3. Gardening Group		
3.1	Robin outlined the Maybridge Keystone Centre and Breathing Space initiative – there is space if anyone wishes to get involved.	
3.2	Information is to be put into the next Newsletter to gauge interest from patients – Chris and Robin to provide information for Alan. Alan kindly agreed to be telephone contact for enquiries.	Chris/ Robin
4. Annual Plan		
4.1	Communication – ideas were discussed to improve publicising the PPG. Chris to discuss with Jo the possibility of including information regarding the PPG on the information screens in the waiting room, and to ascertain whether the roll-over speed could be reduced in order to allow people more time to read the information displayed.	Chris
4.2	Chris is to contact Sylvia to discuss joining the Committee.	Chris
4.3	Draft Terms of Reference – the Executive Committee are to meet in February to discuss.	Chris/ Claire/ Judith
4.4	The possibility of creating a dedicated PPG email account is to be investigated further. Chris to approach Alan to discuss.	Chris
4.5	Chris is to discuss with Jo the possibility of placing a PPG notice and leaflets above the check in screen.	Chris
4.6	Encouraging young people to be involved with the PPG was discussed at length. The possibility of a virtual PPG forum is to be raised at the next Committee Meeting. Robin is to investigate potential contacts with local Colleges.	Robin

4.7	Fundraising – the importance of raising funds was discussed, together with the need to identify exactly what funds are being raised for.	
5. Sub Committee Groups		
5.1	<p>The role of Sub Committees was outlined by Chris, and members for each Sub Committee were discussed. It was agreed the following would be formed initially, with Sub Committees asking for help from other Committee Members as and when necessary:</p> <p>Executive – Chris, Judith, Claire Self-Care – Chris, Judith, Hilary, Phil, Debbie Catering – Patsy, Robin, Diane Fund Raising – Eric, Robin, Patsy, Sue Children & Young People – Lindsey, Sue, Diane</p>	
6. Christmas Draw		
6.1	Judith is organising the Christmas Draw. Publicity to be arranged on noticeboard and Facebook.	Judith
6.2	Judith stressed the importance of all monies collected to remain on the premises.	
6.3	A rota of volunteers is to be set up to “sell” the numbers – Eric to contact members of the Walking Group and Sue to contact members of the Choir to arrange the rota.	Eric/Sue
6.4	Judith confirmed a random number generator would be used to select the winner.	
6.7	PPG storage was raised – this is to be the cupboard in the Staff Room. Storage of chairs was discussed at length – Sue has kindly agreed to ascertain what exactly requires storing and discuss with Jo.	Sue
7. Christmas Meal – 14th December 2017		
7.1	Chris is to contact Jo to see if Surgery staff will be attending the meal.	Chris
7.2	Judith confirmed that forms have been issued to Committee Members, and a copy of the form is on the noticeboard in the Education Room.	