

Minutes of the St Stephens' House PPG meeting at the Surgery 1.00 p.m Monday 13th May 2019		
Present	Eileen Pullinger (EP), Martin Riddle (MR), Chris Ranger (CR), Margaret Gray (MG), Ian Oxley-Crawford (IO), Patricia Wiltshire(PW), Jane White (JW), Sam Eldred (SE), Barbara Wells (BW) Minutes	
		ACTION
Apologies	Simon Wass	
Minutes	Minutes of meeting 4 th February accepted as correct.	
Review of Actions	<p>PW advised group that she had not arranged a meeting of PPG chairs yet. Also that she would like to rescind this action point due to increased workload. No further action agreed at this time.</p> <p>MR circulated copies of the revised draft PPG Terms of Reference and asked for feedback from members. See separate item on Agenda.</p>	PW
Treasurers Report	<p>MG advised account balances currently stand at:</p> <p>Appeals account £121-98 Business account £130 – 56</p> <p>Amalgamation of accounts is work in progress. Complicated, new signatories to be added and old to be deleted – bank being less than helpful! Agreed that EP, MG and BW would need to attend an appointment with the bank to action this. MG to contact bank and arrange a suitable date/time.</p> <p>Agreed that due to proposed change to our end of year date all monies received in September will not be banked until after the new date. To help expedite the change agreed to write a cheque to transfer the balance of Appeals account into Business account leaving a balance of £5 only in the Appeals account to maintain an 'open' account for now.</p> <p>Agreed that for audit purposes the treasurer will attempt to keep accounts updated as far as possible particularly in the lead up to the AGM.</p>	<p>MG</p> <p>MG</p>
Surgery matters	<ul style="list-style-type: none"> • JW confirmed that Denise will now definitely train as an HCA. • New nurse Gill has settled in well and there will be some re-arrangement to shift cover and responsibilities once Nurse Alison retires in June. • SE introduced new pharmacist Ami Gore who is currently covering the practice 1 day a week. Ami gave a brief overview of her previous roles/experience and the proposed support she will be providing over 4 surgeries. Hours and days are still under discussion. Long term hoping to cover clinics for diabetes, asthma, drug management. • Agreed to include biographies for Ami and Gill in the next newsletter. • SE advised she has recently been appointed as one of 4 area directors for the new Primary Care Network with responsibility for 7 practices in Epsom area. She will provide EP with more detailed information by email. Will also summarise the information for inclusion in the next newsletter. • JW will email information about current surgery appointment times etc to EP. <p>Advised there is now an APP for use on iPhones for online appointments, records, links to symptom checker, organ donation. Data usage could include nurse appointments – this is work in progress. There is a Helpline number and website address www.nhs.co.uk/help</p>	<p>CR</p> <p>SE</p> <p>JW</p>

		ACTION
PPG Terms of Reference	<p>MR circulated copies of the revised draft at the beginning of the meeting under Review of Actions. Discussion followed re:-</p> <ul style="list-style-type: none"> • AIMS <ul style="list-style-type: none"> 1.2 needs more work 1.3) 1.4) both need developing / further input from PPG members 1.5) ? involvement in CQC, or similar, inspections and training • MINUTES <ul style="list-style-type: none"> 6.1 Should minutes be published for patients? Possibly take off Facebook page. Query if electronic sign up is available on Website page. Confidentiality? <p>All PPG members to re-read Terms of Reference draft. They will be discussed at the meeting on 30th September ready for sign off for AGM.</p>	
M8 Health Monitor	<p>JW to check collation of results to date MR to email company rep to check if monitor has automatic counting/number records</p>	JW MR
Further fundraising	<p>EP suggested that we take a break from fundraising for now. All agreed. Consider sharing information about our success in newsletter to keep patients informed of our progress. Maybe consider purchase of Urine Analyser at a later date.</p>	
Member recruitment	<p>PPG Awareness Week – 10 to 15 June Use NAPP resource pack for recruitment drive. Members to volunteer at surgery. Time slots to be circulated. JW to investigate link to Website. Sub group to meet and discuss what to publish.</p>	JW
NAPP	<p>Membership of NAPP is £40 per year – to be paid by surgery. Confirm@StStephenshouseppg@nhs.net</p>	
Preventative health checks	<p>These are for ages 40 – 74. Information is available to include in newsletter</p>	CR
EMIS	<p>What does EMIS mean? – JW confirmed it is an automatic messaging system for patient contacts. She would ask staff to avoid using acronyms where possible.</p>	JW
AGM	<ul style="list-style-type: none"> • Agreed we will not do Quiz night at AGM this time. Sub-group to consider another date at a separate meeting w/commencing 4 November 2019. • AGM could now be held in the Ralli Room at Peace Memorial Hall which is cheaper to hire. PPG will provide light refreshments and suggest a voluntary donation. EP to book room. • Possible guest speaker for after the AGM. TBA 	EP
Next Newsletter	<p>CR advised publish date is 1st week in July. Group to proof read and feedback by 20th June</p>	ALL
AOB	<p>Withheld numbers. Patients need to check blocking device on their phones to prevent this happening. Agreed to make patients aware through newsletter.</p>	CR
Next meetings	<p>1st July at PW's house - 2 p.m – NB Since the meeting several members have said they are not able to attend on this date. Proposed alternative date is now 15th July 2.30 p.m at EP's house.</p> <p>30th September – time/venue TBA</p>	
	<p>Signed: _____ Date: _____</p>	