

## Minutes of AGM 16.4.15

Liz Simpson

**Present:** Gilly Hagen; Jayne Williams; John Hallett; Elizabeth Simpson (Minute Taker); Peter Challenger; Brian Hagen; Kath Macready; Lesley Crichton, new Senior Receptionist (sat in temporarily for Rick who had been delayed)

**Apologies:** Kath Arnold; Jennifer Challenger; Mary Harris; Linda Ricket; Yvonne Woodhead; Keith Young

### Purpose of Meeting:

- AGM voting of PPG members and operating roles
- Initial business carried on prior to Rick's arrival was a quick round robin to introduce all present PPG members to Lesley who will be taking an active part in future engagements between the Practice and the PPG

### Reports:

- Chair gave her written report to the meeting so they could read and comment on prior to voting of the new posts; this was proposed by Peter and seconded by Kath
- NAPPs conference confirmed Kath, Gilly and Jayne going to attend 6.6.15
- Rick joined the meeting and gave the Financial Report
- Also news from the practice that as well as Lesley, there are 2 New Doctors currently with the Practice a Peter Smith and Omar ?
- QUAFan excellent score was obtained by AMG over both surgeries came in at 569 points an equivalent of 99.9%. Thanks to all for supporting Practice in assisting in attaining this significant funding
- Also he stated that the DES report had been submitted on time and been received and accepted. DES report had been circulated to all committee members as this will begin to form 2015/16 Action Plan **Action Point ALL to read prior to next meeting 2.6.15 so that Action Plan can be ratified.**
- Rick outlined some issues that will be part of this year's planning:
  - Avoiding unplanned admissions – looking at top 2% of practice patients and to create a care plan around them to ensure practice continues good work – achieved
  - Community Pharmacy Program – the practice are working with individuals and arranging for them to sit within the Surgery and to speak to clients there; a Dr will still do the prescribing etc. The community pharmacy program was promoted last year and it will continue – note the Pharmacy First posters in surgery and pharmacies
- Gilly explained that the First Aid course held in April was well attended and received and it has been decided to roll out more over this year

- An email received from a patient around the booking of routine appointments etc and interest has been expressed by the individual to come onto the PPG. Rick is looking into the matter of concern raised and Gilly extended an offer for the individual to attend our meeting – she was unable to attend this one but would be in touch **Action Point Rick and Gilly**
- Rick expressed concern about the appointment system that despite the practice now being fully staffed, the additional Saturday surgeries they are still buckling under numbers, and he and the Drs were looking into this. PPG stressed they are more than willing to help wherever they can and a few ideas/suggestions were passed on to Rick who will speak with the Drs and he will then report back after that meeting has taken place **Action Point Rick**
- Gilly explained that she had invited a Laura Buckley, Clinical Studies Development Officer to the meeting to give us a presentation as Rick has informed us the Practice is a Research Practice as well as a Training Practice
- Dementia Awareness / Friends Group –Gilly had spoken to Chris Ward and had negotiated with her to:
  - Present the Dementia Programme at our event on the 8.6.15
  - Chris will present using the given material and outline the Dementia Programme taking questions on the day
- Stalls on the Dementia Challenge day 8.6.15 will be for Alzheimer's Uk; CISWO; Forget me not; Cornwater club; entrance to event is free and drink and cake will be provided along with lots of info **AP Promotional posters for event being done by Jayne**
- the current chair handed over the business of voting to Rick at this point

#### **Election of committee:**

- All current members nominated and wish to continue; Keith Young still a member but noted as on sabbatical; Linda Ricket; Jennifer Challenger; Mary Harris and Yvonne Woodhead still wish to stand, were proposed and voted as accepted by meeting
- Chair Gilly Hagen proposed by Peter Challenger and seconded by Elizabeth Simpson
- Role of Vice Chair Jayne Williams proposed by Brian Hagen and seconded by Liz Simpson
- Events officer Kath Macready proposed by Gilly and seconded by Peter Challenger
- Communications / IT officer Jayne proposed by Peter Challenger and seconded by John Hallett
- Rick handed meeting back over to new Chair Gilly to complete business
- Gilly noted that a request had been received from Melissa Blythe to promote and support the Cornwater club – this was in hand and Melissa was attending the Dementia Event and we were already promoting them within the

Newsletter. Rick confirmed they would do all they could to include within the surgeries

- Issue Newsletters out to members to distribute: Kath and Pete Blidworth; John and Liz Ravenshead; Jayne Rainworth **Action Point Jayne/Gilly**
- VPG input to be carried by Jayne as and when she is available, as she will be covering for Gilly during the next few weeks due to health and holiday **Action Point Jayne**
- F&FT continued action needed and meeting to be arranged between subcommittee and Rick in next couple of weeks if possible **Action Point subcommittee and Rick**

**Business for next meeting:**

- At the next meeting Tuesday 2.6.15 will:
  - Diary dates for the year for PPG meetings; Tuesday 3-5pm
  - Ratify 2015/16 Action Plan
  - Organise / diary date 6 coffee sessions throughout year and 3 quiz evenings

Minute Taker Elizabeth Simpson