

Minutes of Kings Corner PPG Meeting

**Wednesday 2 November 2016 6.30pm
at Kings Corner Surgery**

1. Welcome, apologies and previous minutes:

Present: Secretary: Morag, Mary, Clare (Practice Manager), and Clair.

Apologies from Sally, (Chair); Diana, Sheila and Sonya.

2. Matters Arising:

a) Newsletter - Morag reported that the pharmacy article had to be changed because the original text gave too much promotion to Blackburns. Clare to contact Mr Amlani to explain changes to his original article and the reasons. Mary explained she had already modified it and she would make one more small change before finalising it.

Clare reported that the surgery still had many flu vaccines in hand because many patients have had theirs done at local pharmacies so Mary was asked to insert a message on the front page urging more patients to come to the surgery for vaccination.

It was agreed that in future newsletter articles should be sent in MSWord to Morag who will collate and send to the surgery to be checked by the Doctors before being sent to Mary for typesetting.

Clare also reported that the surgery can no longer email the newsletter to patients via mjog but we can text patients a link via Iplato the new SMS provider.

b) Position of minute taker and Chair: Discussion of who will do the minutes in future when Mary is no longer able to do so. It was agreed that maybe it should be taken in turns. Clair agreed to do the minutes at the next meeting, in January, if Mary cannot be there (uncertain at present), Contrary to last month's meeting Morag has agreed to stand as Chair of the group as from the New Year. It means we will have to find a new Secretary. Several of the group members attend other meetings and a slot should be found to share information gathered. It was agreed that whoever attends these

meetings should prepare a short feedback to send out with the agenda prior to the next meeting.

It was agreed to look at a year plan and set out roles and responsibilities for members.

c) Self-Care Week: Due to start 14th November. Posters will be displayed on the waiting room to encourage patients to take part in the events planned.

The 'Healthmakers' training session last year was done by both Morag and Sonya. The former was there to understand its purpose but thought that Sonya possibly went only as a patient. Healthmakers is being developed and expanded next year.

3. Practice Update:

Clare reported that the practice website needs to be updated & it was agreed that it needs to be addressed. Healthwatch has taken over the management of SIGNAL, a support for carers organisation. And that Carers should be a subject for a repeat of the successful Carers Day that was held previously.

4. Communications:

It was suggested that a text message should be circulated to recruit more members of the PPG and an appeal put up in the waiting room. It was also suggested that on a Saturday morning in February some of the present members might talk to patients in the waiting room in an attempt to recruit members. This could take the form of a 3-4 minute talk on particular topics from members of the PPG on an Open Day on 25th February.

Action: All to think about their contribution to the Open Morning in February.

Date(s) of next meetings: Thursday 8th December at Sally's (Xmas bash)

Followed by Weds 18th January 2017; Weds 15th February
Open Day at the surgery Saturday 25th February