

# STOKE ROAD PATIENTS PARTICIPATION GROUP

Minutes of Meeting held on Thursday 22<sup>nd</sup> November, 2012 at

Bishop's Cleeve Primary School

## **Present:-**

### **PPG Members**

Paul Holliday (PH) – Chairman  
Peter Badham (PB) – Vice – Chairman  
Doreen Dyer (DD) – Joint Secretary  
Carol Gardiner (CG) – Joint Secretary  
Peggy Dyer (PD)  
Joy Merrell (JM)  
John Coopey (JC)  
Mike Otter (MO)  
John Grayson (JG)  
Ellen Grey (EG)  
Marilyn Angell (MA)  
David Hearn (DH)

### **Practice Members**

Dr. Jim Moore (JM)  
Dr. Tim Hardwick (TH)  
Lester Pygott (LP) - Practice Manager

## **Apologies:-**

Jaswant Gangotra (JG) – Consultant, Jane Tillotson (JT) – Receptionist.

PH welcomed everyone to the meeting and introduced our 3 new members, Ellen Gray, Marilyn Angell and David Hearn. Existing members introduced themselves and extended a very warm welcome to our latest members. The new members each in turn, gave a short resume of themselves. Minutes of the previous meeting held on 20<sup>th</sup> September 2012 were accepted.

## **Matters arising from previous minutes:-**

**Item 1;- GP ACCESS** – New health Care Assistant has made a good start and the new system of access is working well.

**Item 3:- Demand Measuring** – A Report and Statistics is expected in a few weeks time. Another meeting is scheduled to take place.

## **AGENDA ITEMS:-**

### **Correspondence: -**

- a. JM said that the surgery would still like the local school to be involved with the improvement/design of the Waiting Room. He will keep in touch with the headmaster of Bishops Cleeve Comprehensive School.
- b. PH informed the members that he managed to have an effective dialogue with the manager/management team of Tesco with regard to the pedestrian access. It is a slow but ongoing discussion.
- c. It was agreed that CG and DD will delete expired emails from the PPG **"IN BOX"**.

### **PPG Membership:-**

- a. A question was raised as to the maximum number of members we had originally agreed on. Members feel that we have reached the desired quota. PH stated that there is a possibility of another parent/governor from Grange Primary School. JC confirmed that the school governors are still considering
- b. A waiting list for PPG membership will be kept by CG and DD. PH agreed to create a standard letter for new applicants regarding waiting list.

### **PPG Strategic Planning;\_**

MO suggested that we consider having a number of small groups. PH informed MO that there are 4 existing groups. They are:-

- Group 1 Patient Survey - Leader - LP
- Group 2 Development – Dr T Hardwick
- Group 3 Communication – Leader JC
- Group 4 Elderly Patients – Leader JM
- Group 5 Health Promotion - Leader – PB

### **All groups to submit reports before each PPG meeting.**

PH proposed that we adopt the 5 working groups. JM seconded the proposal.

### **AGM Preparation:-**

Members agreed that we invite Dr Shona Arora, the Director of Public Health for Glos. as the guest speaker. It is estimated that her talk/presentation will take approximately 20 minutes, to be followed by questions from the public.

### **Date and venue of AGM:- 7pm on Thursday 7<sup>th</sup> March 2013, at the Village Community Building.**

- a. PH,DD, and CG to organize AGM and invitations.

- b AGM will commence shortly after the guest speaker has finished.
- c Secretaries to keep a record of attendees, purchase flowers and refreshments.
- d PH and PB to present a bouquet of flowers to Dr Arora.
- e The surgery management kindly offered to pay for flowers and refreshments.

AGM Sub Committee - PH, PB, Jas G, to meet on Thursday 17<sup>th</sup> January at the Surgery.  
Time to be notified to the Surgery.

**AOB;-**

- a Progress Report on Practice Premises and NHS Contractual Change Proposal:-  
Practice is having another meeting with architect Mark Franks. Our Representative at the meeting is PB .
- b JM said that the elderly group will meet in December.
- c PD asked if PPG has funding. She raised the possibility of funding for future events, such as Health Promotions. Dr T Hardwick stated that a fund does exist for some equipment. MO was asked to speak to Winchcombe PPG reference their fundraising.

**Proposed Date of future meetings in 2013:-**

23<sup>rd</sup> May, 19<sup>th</sup> Sept, 5<sup>th</sup> December

