

# Minutes of Salisbury Road Patient Participation Group

4th April 2018

ACTION

- Present** Martin James (Chair), Dr Kristian Hampshire, Roger Grocock, Geoff Baier, Audrey Goodale, Melissa Samee, Helen Petley, Pam Brooks, Pip Regan, Jean James (Secretary).  
*(Pip was welcomed to her first visit to a PPG meeting)*
- Item 1** **Apologies:** Marion Long, Yvonne Pargin, Pat Hirst (the Group sent their best wishes to Pat who will be moving shortly and will be leaving the PPG).  
  
Not present: Stephen Barratt.
- Item 2** **Minutes of Meeting 7.2.18** were agreed as correct.
- Item 3** **Matters arising:**  
**Wall mounted Diagnostic machines** - more have been ordered  
**Flu Vaccines** have been ordered and the vaccination programme will possibly be carried out on Saturday 28th September, 9.00am-4.00pm.  
**Surveys:** some patients have not been happy with the questionnaire but the wording is set by the NHS.
- Item 4** **Surgery Update:**  
  
The TV screen scrolling speed is too fast and needs adjusting. ML  
Stephen Brown's name still appears on Katie's out of office email.  
  
**Staff changes:** **Katie** will be back from maternity leave at the beginning of June.  
**Sarah** will be going on maternity leave from July 19th and a locum will be covering for her.  
**Donna** has left the reception staff and it is now considered necessary, due to the increased workload, to increase the number of receptionists.  
**An Orthopaedic Practitioner** is starting this month. The surgery has no spare room for a physiotherapist but patients can be directed to a neighbouring practice which has this facility.
- Item 5** **Fund raising Day** on 5th May will be from 9.30am-12noon. Julie will open up surgery (for loos and helpers' coffee). Jean will liaise with surgery to print leaflets and put up posters and will ask the Virtual PPG for help with delivering leaflets, manning stalls etc. Members to bring own tables.

**Item 6**            **Newsletter**  
Finished and ready for printing.

**Item 7**            **Community Lottery**  
Has been a success at Mayfield Surgery and Geoff has asked Marion to discuss it with them. **ML**

**Item 8**            **AOB**  
The Practice has been visited by members of the PSP (Practice Support Programme) who were impressed with the way the Practice is run. They were also very impressed that the Practice, unlike many others, has an active PPG which is involved in fundraising, helping with 'flu clinics, surveys etc.

**Item 12**          **Dates for 2018 (6.30pm at the Surgery)**

6th June            *(apologies: Melissa, Martin, Jean. Roger to chair and Audrey or Pam to take minutes)*

1st August

3rd October

5th December

(Should anything urgent occur an extraordinary meeting may be called)