

**SOUTHMEAD SURGERY**  
**PPG MEETING MONDAY 20/02/17**

**Present:**

Kevin Blakemore

Ruth Millson

Stuart Collie

Malcolm Simpson

Sandy Sell

Michelle Campbell

Georgina McMasters

Ray Campsie

Tracey Keogh

Liz Simmonds

Norman Coombs

Judy D'Arcy

Patricia Weidner

Sue Hazell

**Apologies:**

Christine Bailie

Hilary Jones

Alan Goodall

Maurice Ridgley

Joe Merritt

1	Minutes of previous meeting read & discussed		KB
2	Secretary	Judy D'Arcy agreed to take on the role – thank you	JD
3	Council Meetings	KB to contact Parish Council re attending next months meeting	KB
4	Email from Kath Rooksby – NHS England	SH to distribute to group	SH
5	Action Plan/Template	KB to devise	KB

6	Mock CQC Visit	SH read report KB feedback from his interview <ul style="list-style-type: none"> <li>• Feedback needed from young people &amp; nursing home patients</li> <li>• Devised a questionnaire</li> </ul>	SH
7	Survey	Discussed the possibility of putting it on a tablet/laptop KB to put on to Survey Monkey & distribute to those with email addresses	KB
8	Monday Surgery	Positive feedback for new system of giving timed appointment	
9	Friends & Family Test	Have a collection box in other waiting rooms Poster explaining what it is! Doctors could give out forms or give with scripts?	SH PW
10	Automated Check In	Devise a "Help" poster	SH
11	Availability to help with survey	Email KB	ALL
12	Coffee morning	12:00 on Friday 3/3/16 Coffee & Cake at Southmead	PW/RM/ MC
13	Items for next Agenda	RC has emailed lots of ideas, SH to forward email to KB for next month	SH
14	Practice Leaflet	NC to look at devising a new one	NC
15	GP Time	Group felt a doctor should attend the meetings To arrange Dr Siva to talk about change at a future meeting	ALL SH/TS
16	PPG Constitution	Read and feedback to SC before next meeting To organise a core group – express interest to KB	ALL ALL
17	Skills Mix	KB to send out a Belbin Questionnaire to the group	KB

18	NAPP	Surgery are members KB to email newsletter to the group	KB
19	Health Watch Bucks	KB to express an interest in a session re building a sustainable PPG	KB
20	Next CCQ Visit	Monday 13 <sup>th</sup> March 8am	

**Next PPG Meeting: Monday 20<sup>th</sup> March 6:30-7:30pm**