

ST JOHN'S MEDICAL CENTRE PATIENT PARTICIPATION GROUP

MINUTES OF THE MEETING HELD ON WEDNESDAY 15TH JANUARY AT 6.15PM

Present; Rita Tucker, Judith Argles, Monica Moro, Jenni Cussell, Elias Haddad, Dr. Shamaillah Mufti and Julie Hadlow

Apologies; Ian Andrews

Absent; James Phillips

New member Elias Haddad was introduced and welcomed to the Group.

There were no Minutes of the previous meeting available as it was convened purely to discuss the Tombola held on Saturday 7th December in the foyer at Asda Supermarket. The event raised a further £170 towards the cost of the Blood Pressure machine making the total raised nearly £500. Although a considerable sum, many more donations were required.

PPG LEAFLET;

Monica had previously circulated the proposed layout and wording of a leaflet introducing the PPG. This was discussed in detail and agreed with the proviso that perhaps the photograph of the surgery be enhanced. Rita congratulated Monica on the immense work she had put in producing the document.

PPG WEB PAGE

This was discussed and Monica proposed an e-mail address of sjmcppg@gmail.com which was also agreed.

As new member Elias was au fait with I.T, he and Monica were to look at the current PPG web page within the surgery's website and report back with suggestions on improvement including online membership registration form plus online and hard copy versions of a PPG patient survey. Elias suggested that Open ended topics could be included and listed some examples. This again was discussed and Julie was tasked with asking Danni to monitor the current traffic on the web site and which pages were looked at etc as per PPG meeting of 2nd October 2019.

CURRENT MEMBERSHIP;

Out of 23 listed PPG members only very few actively attended meetings and played an active role. Discussion ensued and it was agreed that those members would be contacted with a view to removing their names from the PPG list by 20th of February.

ELECTION OF PPG OFFICERS;

The need to formalise the officers of the Group was discussed. Rita proposed that Monica be appointed Chair and this was seconded by Judith.

The position of Secretary was discussed. Rita advised that, whilst she was willing to play an active part in the Group, she did not wish to be considered for Secretary but would assist if required.

It was, therefore, proposed by Judith and seconded by Monica that Jenni be appointed Secretary.

Jenni agreed to be Acting Secretary whilst we look to fill the role on a permanent basis. It was mentioned that the Rev James had previously shown interest in the position of Treasurer and Monica undertook to contact him to establish whether or not he would be willing to serve as Treasurer.

NEWSLETTER;

Currently the Quarterly Newsletter is produced by Dr. Mufti and her secretary. It was felt that this should now be under the PPG banner.

MISSION STATEMENT/TERMS OF REFERENCE;

Jenni brought up this matter and Julie was asked to circulate the current Mission Statement to PPG members.

OTHER MATTERS;

The National PPG week in June* was briefly discussed which would be a good platform for raising awareness of our PPG and for interaction and ideas with other PPG Groups from other areas.

*Please note that this was given as happening in April in error.

Monica advised that she, together with Ian, had recently attended a Connect Health forum at the Guildhall. The afternoon was an interesting one and consisted of talks by various speakers and mainly concentrated on what self help mechanisms were available and examples given.

The proposed Swimathon in early February was explained by Jenni. It was run by the Rotary Club and was to take place over three days 7 to 9th February inclusive. It was agreed that a team from a mixture of PPG members and surgery personnel would enter under the name of St. John's PPG Group on Sunday 9th February at 10.30 a.m. Jenni to take lead. Although this is a sponsored swim, it would be up to the Rotary Club to award money to good causes and it was hoped that they would give the PPG a donation towards the Blood Pressure Monitor.

Following up from Monica's e mail which was sent prior to the meeting, Monica went briefly through a proposed PPG Action Plan for 2020 including educational talks to patients with guest speakers. She suggested that the group could meet to lay this out at an informal meeting in February.

A.O.B

Elias brought up the matter of the wall lights in the downstairs waiting areas which were extremely bright and blinding particularly to someone who suffered from Migraine. It was agreed that the surgery would look into this and, if possible, turn the lights off if not too dark.

As we had not managed to cover all the items proposed by Monica, it was agreed to hold an informal meeting later in February. Date and venue to be advised in due course.

The meeting scheduled for 15th April would now not take place and a May date will be confirmed at the February meeting.