St Luke’s Primary Care Centre – Patient Participation Group

Minutes of Annual General Meeting held on 26th September 2017

Present: Moira Chapman (Chairperson) (MC)

Ray Chapman (RC)

Kath Bottwood (Secretary) (KB)

Alan Bottwood (AB)

Tom Tarry (TT)

Christine Churchman (CC)

Wendy Abel (WA)

Pauline Robinson (PR)

Alison Pound (Practice Manager) (AP)

1. **Apologies and Welcome**

Apologies were received from Barry Kaighin, Geoff Beedell, Chris Page, Alan and Liz Goodacre.

MC welcomed Sue Hoyle as a new member to the Group.

1. **Officers for the year September 2017 – September 2018.**

All existing officers resigned. Discussion took place regarding the role of Chair for the forthcoming year. MC stated that she had completed three years in office and should now step down as stated in the Constitution of the group. As there were no other members volunteering for this role, it was agreed that MC should be allowed to stay in office, if she is prepared to do so.

TT proposed MC as Chair. This was seconded by RC.

MC agreed to continue in this role for the forthcoming year.

There were no volunteers for the role of Secretary: it was agreed that the taking of minutes should be rotated within the group.

AP offered to take the minutes for the next meeting.

1. **Minutes of the previous meeting**

The minutes of the previous meeting held on 14th June 2017 had been circulated prior to the meeting. Theminutes were agreed and signed, as a true and accurate record.

**Action: MC to send a copy of the Minutes to the Practice for inclusion on PPG website.**

**MC gave a Chairman’s report covering the previous year. (Copy attached).**

1. **Matters arising**

None.

1. **Correspondence/communication**

None.

1. **Well Being Event – 11th October 2017**

MC reported that the following organisations will be represented:

* Arthritis Care
* MacMillan
* Forever Living
* U3A
* Men in Sheds

The event will run from 6.30 – 8.00 pm.

WA mentioned that she will contact the Red Cross to ask whether they would like to be represented.

MC distributed some posters to the group and asked to be notified as to where group members had been able to display them.

1. **Update on NPEG**

CC reported that a new Chairperson has been elected and the group are working on their Terms of Reference. Minutes of the meeting will be circulated to PPG members.

The next meeting will be held on 21st November – CC and BH will attend.

1. **Practice Update**

AP reported that they had a lot of staff sickness within the last few weeks and had to cancel some appointments.

The Practice has been involved with the on-line training for staff on the new Care Navigation system which is part of a pilot scheme across Northampton.

AP stated that they are in the process of identifying training needs for nurses in the Practice.

AP said that flu clinics have started and are currently fully booked for the next 4 – 6 weeks. She said that the WHO have predicted a flue pandemic this year and spoke about the likely effects on bookable appointments at the Practice.

New staff:

* Dr Holding – here for 3 weeks
* Newly trained phlebotomist which should free up other nursing staff.

1. **Any other business**

WA complimented the Practice on the efficiency of new Reception Staff.

CC asked what refreshment facilities were planned for the Well Being Event and offered to bring in an urn for tea/coffee making.

1. **Date of next meeting**

The next meeting will be held on Thursday 30th November at 6.30 pm.