

Stovell House Patient Participation Group

Minutes of 1st AGM Tuesday 24 March 2015 7.30pm

Present: Bob Sleeman, Eric Webb, Caroline Knight, Valerie Beagley (all current committee members) Drs Khan, Sheyin & Sivadhas and 2 other patients.

Minutes: Gill Frost, Practice Administrator

1. Introduction: Bob Sleeman, acting chair, introduced himself and explained that the PPG hoped to bring patients and GP's experiences together to improve patient care. The group had met a couple of times but needs more members. At this AGM the constitution needs to be adopted and there would be an official election of officers.
2. Register of those present: A register was circulated for everyone to sign.
3. Apologies for absence: Tracey Hague
4. Guest speaker: Dr Khan gave a brief talk about the history of the practice. The current building was originally owned by a Miss Stovell, hence the name of the surgery. At present the practice has two partners, three salaried doctors one is on maternity leave, a registrar and there are medical students on rotation. The practice has gone from strength to strength. Dr Khan answered questions from the floor and ER wanted it noted that he feels the surgery and all the staff including reception are fantastic.
5. NAPP membership: The group is a member of the National Association for Patient Participation and they send regular newsletters. They have offered lots of ideas and suggestions especially with drafting the constitution.
6. Approval of PPG constitution: The draft was distributed to those present for comments. It was agreed that for now it would not be necessary to have a treasurer but this could be discussed in the future. Meetings will be held quarterly. Adoption of the constitution was proposed by Bob Sleeman and everyone was in agreement.
7. Acting chair's report on previous activities: BS explained that the group had decided on two objectives. Firstly to provide feedback from patients, ie through patient surveys or talking to patients in the surgery and secondly to ensure that patient information and advice was user friendly. VB has also offered her services for bereavement support. CK comes to the surgery regularly and is willing to talk to patients in the waiting room. She will develop a questionnaire and try to encourage younger people to come forward. BS also represents the Shirley, Addiscombe and Woodside group at CCG meetings and will be attending a Health and Wellbeing meeting in Croydon later this week.

8. Election of officers:

	Nominations	Proposed by	Seconded by
Chairman	Bob Sleeman	Valerie Beagley	Caroline Knight
Vice Chairman	Eric Webb	Bob Sleeman	Mark Vine
Secretary	Gill Frost	Bob Sleeman	Eric Webb

All elected unanimously.

The following members were happy to stand for committee: Caroline Knight, Valerie Beagley and Janet Ambrose.

Proposed by Bob Sleeman and seconded by Eric Webb, all duly elected.

It was also hoped that Tracy Hague would be willing to continue.

9. Any other business: BS handed out a leaflet regarding the Croydon referral system, CReSS and asked for any comments to be passed to him.

The next AGM will be held in March 2016, date to be arranged.

Date of next PPG meeting to be arranged via email.

The meeting closed at 8.10pm

DRAFT