

Minutes for Kirklands PPG 25th September 2024

Meeting commenced 17.34 pm

Welcome

Dawn (DA) observing meeting

Present

Susan Miller Practice Manager

Paul Oakley-Cleife Chairperson

KM, DC, MP,

Apologies

SC, AW

Del Paramedic Practitioner unable to attend due to university commitments and hopes to join meeting in December.

Absent

IR

Matters Arising

Sue made contact with GPs HCP (health Care Professionals) regarding the delayed waiting period for upstairs and it was agreed that if receptionist were aware of delayed appointments, waiting room patients would be informed

1. Update on survey

JL (admin) put together the questions set out at previous meeting and uploaded to survey monkey, and included separate question asking for positive feedback, these were agreed by members and will be sent out to patients around about the 14th of October via reception and friends and family. The questions will be out for two weeks, possibly increasing to three for completion. JL will collate responses and the results, discussed at next meeting

2. Joint meeting

Members reviewed minutes of PCN (primary care network) meeting and all was agreed for both surgeries to publish within surgery and website. The Clinical Quality Manager Hampshire and IOW NHS, happily participated in answering set questions from both surgeries, KM asked regarding Rowans and dementia nurses, Steve took these questions away KM personally was very pleased with this outcome. Sue gave a brief summery on both surgeries working together even though we work independently both share resources and this works out well for both parties. it was also agreed that we would hold six monthly joint meetings with Drayton, venue and timings to be confirmed

3. Website

Kirklands new Website is now complete and now live there are a number of gremlins, but on the whole looks good, members will go away and review it themselves and our thanks to Tina Till for her hard work in processing and putting together the website

4. Flu Jab schedule

Flu jab surgeries have been set for the 5th and 26th of October running from 9.00 to 13.15 and to date over 1500 patients have had invitations to attend.

5. GP action

It has been highlighted on media that GP practices across England have agreed for strike action, Kirklands GPs particularly partners are not members of the BMA therefor will not be taking part in any forth coming action. Service as normal

6. Terms of reference

Members reviewed terms of reference and agreed them, that what was set out will be upheld by PPG members the TOR will be available on the PPG notice boards and the Kirklands Website,

7. Fundraising

SC brought to the meeting the idea of a regular coffee morning to raise funds for the surgery her sister attends such an event for her GP practice and is run by PPG and volunteers, POC highlighted the requirement for setting up such an event,

- A. Need for constitution
- B. Treasurer would be required
- C. Bank account and two signatures
- D. Venue and volunteers
- E. Refreshments
- F. Need for auditing
- G. Relevant certificates in catering

Members discussed this in length and although on the whole seemed a good idea, it was agreed due to the number of questions raised regarding the requirements, that it was felt at this stage that it would be too complicated to set up, and any funds required would have to be brought forward by surgery and not PPG, thanks to SC for bringing this up, which turned into an interesting topic

8. AOB

A new receptionist has been employed and will commence employment on Monday, 30th September we wish her well

Sue Miller's successor has been sorted, her employments start on 2nd December. Lucinda Potter's job title will be operations manager, replacing practice manager, she will be invited to attend Decembers PPG meeting

Meeting closed at 1833 next PPG is Wednesday 18th December 1730, meetings for 2025 will be held March July September and December dates to be confirmed.

Glossary of terms

PCN. Primary Care Network

PALS Patient advisory and liaison service

ARRS Additional roles reimbursement scheme

ACP Advanced clinical practitioner

GDPR General Data Protection regulations

BMA British Medical Association

TOR. Terms of Reference

CQC Care Quality Commission

QOF Quality Outcomes Framework