

Pleasley Surgery Patient Group

a voice for all patients of Pleasley Surgery



Minutes of the meeting held on 23rd April 2018

Attendees: - RC – Chairman
CP – Vice Chairman
NW- Member
CC - Member

Apologies: - HC – Member
PS – Member

1. **Minutes of last meeting and matters arising** – The minutes of the last meeting held on the 19th March were agreed as a true record with the following comments:

Whilst there was evident disappointment at the CQC inspection rating of “GOOD” the PSPG considered the surgery’s performance as excellent across the board and that the CQC rating was a real achievement in today’s challenging circumstances. Staff throughout the practice should take great pride in the evaluation.

RC felt that the “Network News” leaflet circulated with the meeting papers had a wealth of useful information that could be edited and published on the TV screen in the waiting room. **Action – RC to discuss updating the screen content with KW.**

Members felt that there should be scope for closer co-operation and joint ventures with our sister patients’ group at Bull Farm surgery. **Action – RC to speak with Doctor re possible ways forward.**

CP had been in contact with St John’s Church, Mansfield following our decision at the last meeting to donate monies raised recently to their homelessness project. She outlined the projects underway and following discussion it was confirmed that the church’s “Beacon Project” would be the group’s adopted charity. **Action - CP to confirm and liaise with project regarding fund raising activities that the PSPG could get involved with.**

CP also confirmed that they also ran a befriending project who were looking for volunteers. She also reminded members of the Jigsaw charity’s befriending scheme. Following further discussion it was felt more appropriate for members interested in becoming active in befriending activities that they volunteer with either the Beacon Project or Jigsaw, rather than set up another scheme. Both of those mentioned are well established and would be able to support volunteers with training. **Action – those interested to contact the above charities.**

It was also decided to consider a forward plan for fund raising events and link this where possible to surgery initiatives e.g. Flu vaccination days. **Action - RC and CP to discuss further.**

The Chair reported with sadness the recent death of Mr P Randle, previous Chair of the PSPG. Current members hoped that the group would be represented at his funeral. **Action - KW to share details once known.**

2. Other items discussed

Frequency of meetings. Members considered that the current arrangements i.e. monthly meetings were excessive and that bi-monthly meetings should be trialled. This was agreed and the revised dates for the remainder of 2018 are shown below.

RC suggested that at least one future meeting be held in the late afternoon or evening to enable practice staff to attend more easily. **Action – RC to liaise with doctor and staff as to the best times.**

2018 Meeting dates

June 25th at 11.30 am

Aug 20th (possibly afternoon/evening) to be confirmed.

Oct 22nd at 11.30 am

Nov 19th at 11.30 am

Dec 17th at 11.30 am

Standardised agendas

It was also felt that meetings could become more efficient and effective by using a standard agenda with core items for regular discussion. **Action – NW to draft an agenda for consideration. Attached for consideration at the next meeting.**

Provision of data

Following our recent CQC inspection where we were adjudged "GOOD", members felt that the PSPG needed to continue to be able to demonstrate that they understood how the practice was performing and what the key issues facing it were. To be able to do this relies on current/up to date information being provided e.g. the numbers of missed appointments, results of patient satisfaction surveys, local, regional and national performance data for comparison etc.

This information is an important part of our agenda and needs to be provided on a regular basis for the patients' group to be able to act as a "critical friend" to the practice. **Action – RC to liaise with KW and the Practice Manager to ensure appropriate information is available at each meeting.**

Forthcoming Network events

RC and CP confirmed that the following Network events would be taking place –

Thursday 10th May – PPG Chairs' meeting. (CP will attend on behalf of RC)

Thursday 14th June – PPG Networking Event. (Time and venue to be confirmed)

Thursday 15th Nov – PPG Event. (Details to be confirmed)

Action – CP will confirm whether the Networking Event on the 14th June is open to all PPG members.

PSPG Development Plan

RC reported that the Walking Group held on Wednesday continued to grow in popularity. Future events and fund-raising opportunities could be added to the plan.

Action – RC undertook to update the group’s development plan to reflect the outcomes of today’s discussions and agreed actions.

The meeting closed at 12.40 2 May 2018

A big thanks to Neil for preparing the meeting notes.

The meeting closed at 12.40.

The PSPG Development Plan – The plan is to be updated by RC, a copy is attached

Time and date of next meeting – 25th June 2018 at 11.30am