**Notes of PPG meeting 3pm Tuesday 14th November 2017**

1. Everyone welcomed especially Dr Ruth Jackson and Katy Rose from Anglia Ruskin University who told us about the exciting developments of a new venture in the Faculty of Medical Science. It is hoped that the Medical School will start having students from September 2018. They plan to recruit locally and thus ultimately increase the number of GP’s in Essex. They hope that local GP practices and PPG’s will get involved in a variety of ways, including during the interview process, as a placement etc. Phil suggested that students would be welcome to attend the local Stroke Support Group of which he is Chairman. We will be hearing more as their plans unfold.
2. **Present:** Alison Couldry, Margaret and Barry Easter, Susan Leslie, Phil and June Milne.
3. **Apologies:** Dr. Linn, Wendy Barron, Margaret Cole and Terry Moore. June will contact Terry and go through the PPG Guidelines and Alison will get him to sign a confidentiality form. JM/AC
4. **Minutes of Meeting**  11th September were agreed and signed
5. **Matters Arising**

**Patient Call System.** It is working well except patients sitting in the reception area

can’t hear very well so Alison will explore the possibility of connecting Symone’s

room and having a speaker installed.

**Patient Toilet Refurbishment.** A discussion is needed and at least three quotes for

grants purposes will be necessary, PL/AC/BE

**Fence.** There has been no further contact

**News Letter.** This was distributed around the town and at the Flu Clinics. Alison will

ensure they are available in Surgery

1. **Treasurers Report** £1521.40 (was £860.78)

 (Income – Raffle £502.00, WI £145.62 Books £6.00, Donation £7.00

1. **Surgery News.**

**Comments Box.** Alison has produced small form for comments box with name and date on so that if the patient chooses to give name they can receive an answer.

**Staffing.** New receptionist Elaine has settled in really well.

Nurse Tina has left, did not feel it was the right place for her. Recruitment is in progress.

Dr Rodriguez and Dr Bata are both leaving. We need to explain to patients that both of them have only been GP’s in this surgery so need to get more experience.

Dr. MacInnes will be full time from December and Dr Kahn (Locum) will do 3 days so with our GP Registrars we are well staffed.

1. **Fund Raising - Flu Clinics:**  Held Saturdays 30th Sept, 14th October, 4th Nov, were a great success. All of the team were thanked for their participation. Only one prize was uncollected so it was suggested that the reception staff were given it!! The slips telling patients about the raffle were a good idea so will be repeated. June has written to the WI to thank them for their participation.

**The Patient Toilet** will be next year’s project

1. **AOB Medicine Champions.** The idea from CCG was discussed but most of the group felt it could be seen as intrusive. If anyone wants to get involved they can contact CCG
2. **Date of Next Meeting: Tuesday 16th January 2018** 3pm