

**Full Group – Patient Participation Group - Watlington and Chalgrove GP Practice
Minutes for Meeting held September 23, 2015**

Present; Carole Montague
Dave Lee
Lynn Baker
Roger Beattie
Neil Topping (Chair)
Ann Reed
Evelyn Chakera
Gill Walker
Marion Davis
Jacky Wagstaff

Apologies; Audrey Mainwaring
Helen Moss-Black
Peter Grout

Next Meeting; January 13th 2016 7.00 pm Watlington
(TBC) Chair (EC) Minutes

Business

1. **Introduction** by Neil to run through items on Agenda
2. **Talk on the Children's Centre** – Helen Rints, Manager of the Children's Centre, gave a very interesting and informative talk on the role and future of the Centre. There was some discussion about the possibility of us working in partnership with the Centre. Helen asked us to encourage patients to respond to the forthcoming consultation document on the future of the Centre
3. **Practice Update** – Carole gave the Group an update on the following issues:
 - Dr Nicholson will be retiring at the end of December. The Practice is hoping to attract a new Partner but may have to employ a salaried Doctor instead
 - The Practice has advertised for another Receptionist
 - Approval has now been given for a Touch Screen Check-in System. It will be trialled in Watlington for 60 days and PPG members may be asked to volunteer to help with its introduction
 - Text reminders of appointments are now sent to all patients who have supplied a mobile phone number and chosen to opt in to this service. DNAs are still high and Carole is making this a priority issue
 - Unwanted medicines cannot be collected by the Practice but should be returned to the Pharmacy for proper disposal
 - 'Flu Days – letters have been sent to all patients who are eligible for a 'Flu jab. Any patient who cannot make either of the designated days can make an appointment with a Nurse after those dates. Neil drew up a rota of volunteers to assist on both days
 - The Practice is now offering appointments at Chalgrove at 7.30 a.m. on Tuesdays only with a Doctor, Nurse or Health Care Assistant on a rotating basis

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- 4. Carers Support Group Update** – Due to increased family commitments Audrey is now unable to continue attending PPG meetings or run the Carers Support Group. It was reported that the Support Group has not been well attended and it was suggested that Carers Oxfordshire be contacted to follow this up. The PPG would like to thank Audrey for her commitment to both groups over the years
- 5. Schools Project** – Lynn gave the Group an update:
- Following discussions between the Practice and the School it has been decided to put up a children’s Noticeboard in the waiting room at Chalgrove. The School will run a competition for the pupils to design the board and the Caretaker will construct it. The School will pay for his time but the Practice will need to pay for the materials
 - The children have requested comics and magazines in the waiting rooms. Lynn has contacted Bentita Hendry who is a School Councillor and she will collect, vet and arrange for delivery to the Practice. Storage/placement of these will need to be considered
 - Activity sheets are also being prepared.
 - Dr Rachel Bray is happy to help with the extension of the School Project to Icknield School subject to her time constraints. She will also need a budget in order to take on further work
- 6. Health Fair** – Ann reported that the Benson PPG has kindly agreed to pass on all the paperwork relating to the planning of their recent Health Fair. Following some discussion it was agreed that we will probably postpone running a full Health Fair until 2017 but will look into the possibility of having a stall at the May Day Festival next year. The Oxford Health Bus was discussed and deemed too expensive for what it would offer us. The possibility of a grant from the Co-op was mentioned as funding is no longer available from the County Council. The Group thanked Ann for her work on this.
On a related note Carole suggested that our PPG should meet with the Benson PPG to see how they work and what makes them successful
- 7. PPG Audit** – Neil ran through the responses that he has received from members and highlighted the positive and negative comments made. There was some discussion on the points raised which included the impact of the PPG on the Patient Population, how to reach more patients with information, the use of local publications and what the Partners would like from their PPG. Fund raising was suggested as a future activity for the PPG. Neil will now summarise these and submit our response
- 8. AOB** – there was no AOB

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Action Points	
Who	Action
Roger	<ul style="list-style-type: none"> • Co-ordinate the volunteers for the 'Flu Clinic in Watlington
Lynn	<ul style="list-style-type: none"> • Continue to liaise with the Primary School on the School Project
Neil	<ul style="list-style-type: none"> • Summarise and submit the feedback on the PPG Audit
Dave	<ul style="list-style-type: none"> • Draw up rota of volunteers for 'Flu Days and send to Carole
Carole	<ul style="list-style-type: none"> • Ask the partners about their preferred role for the PPG - fund raising?
Evelyn	<ul style="list-style-type: none"> • Contact Link regarding a regular slot for the PPG • Submit articles to Link, The Watlington Times and The Parish News covering items from this meeting relevant to each
Ann	<ul style="list-style-type: none"> • Pass on Health Fair planning information when received from Benson PPG to the Core Group
???	<ul style="list-style-type: none"> • Contact Benson PPG regarding attending one of their meetings