



## Annual General Meeting Minutes

<b>Date:</b>	8 <sup>th</sup> March 2018	<b>Location:</b>	Peartree surgery
<b>Present:</b>		<b>Apologies:</b>	
Mary Douglas ( <i>MD</i> )	Chair	Nancy Dunlop	
George Stodulski ( <i>GS</i> )	Vice-Chair	Barbara Fitzsimon	
Bruce Morton ( <i>BSM</i> )	Comms/IT Support	John Dugan	
Joan Baraclough ( <i>JB</i> )	Committee member	Elynor Davies	
Mike Dorrington ( <i>MVD</i> )	Member		
Malcolm Cooper ( <i>MC</i> )	Member		
James Brookman ( <i>JAB</i> )	Managing Partner		

Item	Minutes	Action
<b>1.0</b>	The <b>Minutes</b> from the previous AGM on 9 <sup>th</sup> March 2017 were accepted.	
<b>2.0</b>	<b>Chair's report</b> The Chair opened the meeting and thanked all committee members for their continued support over the year. However, she did stress her disappointment at a perceived lack of communication and general response from the PPG membership. She also hoped that this year more could be done to promote the PPG to patients of the Practice and get their involvement.	
<b>3.0</b>	<b>Annual report</b> Copies of the Annual Report for 2017-2018 had already been circulated to members and it was noted that membership of the mailing list had increased from 33 members at the end of 2016 to 102 members by October 2017, as a result of a publicity drive by the Practice. A whole range of matters had been discussed through the year. Of particular note was the opportunity of the PPG to be invited to meet the CQC team and to make their comments. The report was duly accepted.	
<b>4.0</b>	<b>Election of Committee</b> BSM reported that MD, as incumbent Chair, had agreed to continue in post. Incumbent Committee members (JB, John Dugan and Elynore Davies) had also agreed to continue in post. The out-going Vice-Chair had agreed to stand for another year, as had the Comms/IT Support member, BSM. As a result of votes cast they were re-elected. Barbara Fitzsimon had stood down as Secretary due to her commitments as WHBC Mayor. MVD had been nominated as Secretary and was duly elected. MC and Barbara Fitzsimon had been nominated as Committee members and as a result of votes cast were duly elected. The post of Assistant Secretary was not filled.	
<b>5.0</b>	<b>Plans for 2018</b> This will be an interesting year. MD said we should continue with the three aims of the PPG to have a better understanding with the Practice, a continuation with educational meetings, and work with N.A.P.P., the PCG and other PPGs. The new Managing Partner, JAB, (Practice Manager) has now been in post for a few months and gave his views to develop a working strategy between the Practice and the PPG to improve the performance of the business and the services provided by the clinicians. Topics for future monthly meetings will include continued cooperation with N.A.P.P., Patient education, feedback on the new website, drafting a newsletter and finalising	

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**Peartree Practice Patient Participation Group  
AGM Minutes**

<b>Item</b>	<b>Minutes</b>	<b>Action</b>
	<p>the patient survey. BSM gave a brief outline of the PPG Insight tool formulated by the Patients' Association. It was agreed to continue to have a topic for each monthly meeting and it was felt essential to have a Practice administration representative attending</p>	
<b>6.0</b>	<p><b>Any other business</b> BSM said that it was beneficial to have a GP to attend a monthly meeting from time to time to get a clinician perspective on how the PPG can assist with improving the service to patients, as well as the Practice Manager giving an overview of business activities and where support would be welcome. Several topics were raised during the meeting which, whilst important, were probably best dealt with at monthly meetings. With the range of topics highlighted, there would be much to discuss and resolve at these meetings and beyond. Support from other PPG members would help the committee give additional guidance to the Practice and help the clinicians work more effectively on behalf of patients.</p>	
<b>7.0</b>	<p>The meeting closed at 19:45 hrs. The next meeting will be on 12th April 2018 at Peartree surgery, 18:30 hrs.</p>	

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