**AGM and Meeting of the PPG Church Street Surgery at the Devereux Centre, Tewkesbury**

**Thursday April 10th 10.00 am and 10.30 am respectively**

Agendas:

**AGM**

Present: Terry Ballard, Fan Randall, Clare Barnfield, Sue Large, Rupert Cox

Apologies for absence: Bryan Parsons, Sue Parry and Jill Mooney

Minutes of the last AGM:

 Report from Terry.. his first AGM as Chair and Fan’s second as Secretary. Both happy to continue in their roles for another year

Chair: Annual Report. Terry has attended meetings of the ICB and Gloucestershire PPG.

We will recruit and promote our PPG

**NORMAL MEEETING**

Minutes of the last committee meeting:

Matters arising:

Discussion about interaction with Tewkesbury School. Terry and Clare have written to Clare de Glanville in her capacity as deputy head on 24th January this year but as yet has had no reply.

Discussed continued successful use of social media in the surgery and proposal to include information on and communication from the PPG within it.

All have seen patient survey that Clare has sent out to all earlier this year. And she has already sent out 100 as SMS texts. She has yet to hear how may have responded. Dates arranged for PPG members to attend surgery to take surveys to the public. Afternoon of May 6th Sue, Fan and Terry to attend and morning of June 9th Rupert, Fan and Terry to attend.

Report from the Practice manager:

Clare has given an update on life at the Practice,staffing etc . I will forward the slide in due course

We discussed the changes to NHS England and the cuts happening in the ICB. Inspire has effectively streamlined their business two years ago so the surgery will be minimally impacted.

Although we have a full staff contingent, we have only two male doctors. We are also recruiting receptionists as two members are to retire soon.

Reports from PCN and Glos PPG Network:

The PCN has had no meeting recently. Terry has attended the Gloucestershire PPG which contained a lot of educational promotion, such as teaching children to brush their teeth.

There was an update on the successful funding of state of the art equipment and suites at the Oncology department at Cheltenham General.

Also a talk on PPG members and their function; Gloucestershire ICB has a video of Terry and Trevor explaining their role… again I will forward this when I have it!

AOB: We discussed creating a leaflet about our PPG and an Insta slide for the surgery to post on our behalf.

Clare gave us a flyer advertising a Health day at Oxtalls for people with physical, mental and learning disabilities. Fan will put flyer in Twyning Village shop.

Sue has said that she is on a steep learning curve with her involvement on the PPG so would like to have all PPG info emailed to her.

Clare will email Clare de Glanville again regarding any surgery or PPG involvement with Tewkesbury School. She will suggest a surgery tour for those students who are interested and all agreed that we may find some opportunity to educate the young about their health, the NHS and how to best use it. Fan to make enquiries from mutual friends as to whether Clare is still at the school.

All agreed that the digital dashboard works brilliantly and Clare confirmed that it is “open” between 8am and 4pm. The Government would like it open between 8am and 6.30. They close it at 150 requests.

The surgery (Sanjay) have(has) been looking into a chatbot to see whether it can be used to signpost simple requests.

 and date of next meeting.

Tuesday 22nd July 6pm