

Woodstock Surgery PPG

Minutes of Committee Meeting - revised
Held 12th April 2016 in the Surgery

Present: PC (Chair), Dr T Turner (part time), Sue Kavanagh (Practice Manager), PH, ZH, JB, LP, MH, BR, GR & HVO (part time)
Apologies: AC & PK

- 1) PC was elected as Chair and MH as Secretary.
- 2) **Newsletter:** This will be edited by ZH and PH. Aim for draft for next meeting and completion by end August for publication in September. Topics to be decided by the editors and any content is to be agreed with the surgery. The idea is to have it available in the surgery and send it out to the various news sheet editors in the area covered by the surgery. A quote has been received from the Marlborough School for printing A4 or A3 colour copies if required. SK felt that reasonable numbers of copies could be produced on the surgery copier.
- 3) **Membership of PPG:** SK felt that the present virtual (i.e. email) membership of about 69 was sufficient for now and hopefully numbers would grow in the future as the activities of the PPG become better known and new patient's elected to become members when completing the Woodstock Questionnaire.
- 4) **Health Fair, Kidlington 9th April:** Unfortunately HVO was unable to attend. A number of the PPG committee did attend and found it very useful making contact with representatives from other Oxon PPGs.

There will be a Health Forum in September with details to be provided by HVO at the next meeting. It was agreed to invite a member of the Key PPG (Kidlington and Yarnton) to talk to us about their PPG experiences at the next meeting.

- 5) **Patient Participation Awareness Week 1st-6th June:** SK will be arranging for posters to be displayed.
- 6) **Surgery Website and FaceBook:** The Surgery employs an IT administrator who looks after the website and FaceBook. It was agreed that the website contains a lot of useful information; however navigating around the website was not always straightforward. SK did not think it was possible for the IT administrator to attend meetings at this time. It was clear that although many patients do use the website for information, booking appointments etc. many are not yet fully aware of it and others are not comfortable using it, or may not have access to the internet. Promoting the website could be a useful topic for the newsletter. Work is proceeding on the surgery FaceBook presence.

- 7) **Update on progress for a new surgery:** Dr Turner was not able to say much more on this subject, except that there would be a meeting with those concerned later that week and there should shortly be some more concrete news.

Date for next meeting: 26th July 2016 in the surgery at 19:00