



WINDSOR HOUSE GROUP PRACTICE
PATIENT PARTICIPATION GROUP
Wednesday 30th March 2016
Adwalton House Surgery

Attended: Paul Handley (Chair) Joyce Sanders Shirley Vardy
Robert McDougall Sharon Wears Keith Brown
James Hill Barbara Hope Graham Hepworth

Apologies: Julie Northway Caterina Teece Deborah Horrocks
Doreen Whiting John Walton Denise Sykes
Philip Ramsden Jill Peel Alan Peters

Practice Reps: Steve Horton Debbie Gumbley Dr Laura Holland

Minuted by: Steve Horton

Item		Action
1	Apologies See above	
2	Minutes of Previous Meeting / Matters Arising Minutes accepted as a true record.	
3	Matters Arising None to report	
4	Patient Survey Feedback / Next Steps / Action Planning SH went through with the group the findings from the Patient Survey which closed on the 18/03/2016. The findings were in the form of a PowerPoint Presentation and excel spreadsheet summarising the free text responses received from the last three questions of the survey. It was agreed that SH would pull together a draft action plan which would be circulated to PPG members, Practice Partners and Practice staff for feedback / comments and amendments prior to the next PPG meeting that is scheduled for 25/05/2016.	SH
5	Patient / Practice Newsletter – Content / Articles Discussions were held by the group around the production of the practice / patient newsletter and the possible content / articles. The group felt that this would be extremely useful and could be done on a “seasonal” basis (which could also include clinical seasonal information for that specific period). The group asked SH to draft a proposed Newsletter and circulated for comments / amendments prior to the next PPG meeting that is scheduled for 25/05/2016.	SH
6	PPG Training SH shared with the group Patient Leader Training Programme dates for their information and also provided details on how to book onto the sessions.	

7 **Any Other Business**

No items for discussions

8 **Date and Time of Next Meeting**

Wednesday 25/05/2016 – 5:30pm (Shenstone House Surgery)

9 **Future Dates**

Wed 27/07/2016	5:30pm to 7:00pm	Shenstone House Surgery
Wed 28/09/2016	5:30pm to 7:00pm	Adwalton House Surgery
Wed 23/11/2016	5:30pm to 7:00pm	Adwalton House Surgery
Wed 25/01/2017	5:30pm to 7:00pm	Adwalton House Surgery
Wed 29/03/2017	5:30pm to 7:00pm	Adwalton House Surgery