**Huntingdon Road Surgery Patient Group Committee Meeting Minutes**

**Wednesday 13th February 2019**

**Chair:**  Jean Harding

**Present:** Jean Harding, Yvonne Higgins, David Faulkner, Sarah-Jane Jarrold

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| **Agenda Item** | **Actions** |
| **1. Apologies:** Jackie Grimshaw, Robert Sanders, Mike Hewitt |  |
| **2. Minutes of last meeting** were agreed and approved. | Complete |
| **3. Matters Arising**  **a. Update on GDPR.** S-JJ to send email to Patient Group Members, not the entire patient list (18,000). S-JJ to speak to Jackie before building new email group (manually entering 100+ email addresses). SJJ to feedback at next meeting re take up/rejections/reaction.  **b. Notice board and Newsletter.** Yvonne explained that members and The Practice should provide content in order to maintain a regular newsletter. S-JJ happy to co-ordinate messages from the Practice and draft content to send to Yvonne.  N.B S-J to create a matrix to cover the year’s activity, to incorporate: newsletters; posters; themed messages; open meetings and other/all promotional activity.  Yvonne has created a great poster regarding the car park and encouraging patients to walk, cycle, use public transport where possible. Yvonne to send S-JJ poster by email, S-JJ to display.  S-JJ to feedback Partners comments on the Batch Prescription poster. For display as soon as approved.  Poster needed to encourage PG members.  S-JJ to come up with other ideas to promote the Patient Group and encourage membership.  **c. Patient Group Fundraising.** S-JJ to raise at next suitable Practice Meeting. Important to raise money for something ‘tangible’ at the surgery – i.e medical equipment, but also important to recognise individual’s passion about a particular topic/charity.  **d. Firs House Patient Group Contact.** S-JJ in liaison with the Patient Group Chair. | February  15 Feb 2019  15 Feb 2019  15 Feb 2019  Ongoing  25 Feb 2019  Ongoing |
| **4. Open Meeting – 3rd April 2019** – Agreed that title would be ‘First Aid for Mental Health’. S-JJ to send Yvonne a suitable image for the poster. ASAP.  Yvonne to send poster to Juliet Adloune for approval.  S-JJ to print and display posters as soon as approved.  S-JJ to provide David F with an A4 laminated copy.  S-JJ to speak to Dr Towl about attending the meeting as Mental Health Lead – to then advise Committee in order to send formal invitation. | S-JJ complete  Yvonne asap  S-JJ as soon as received.  As above  S-JJ |
| **5. Update on Progress of Questionnaire**. S-JJ to take this on, whilst Jackie takes a back seat for a short while (see AOB). S-JJ to send questionnaire to Committee for final approval before it is circulated. | S-JJ 15 Feb 19 |
| **6. Committee Members Meal.** Suggested date Thursday 28th March. Please could all Committee Members let David know if they are able to attend. | All ASAP |
| **7. AoB**   1. Jackie would like to resign as secretary but will let us know if she can continue as a member of the committee. This was agreed/approved by all Committee Members, and everybody wished to thank Jackie for her involvement in the Patient Group and all the hard work to date.   We require a secretary.   1. Communication. All Patient Group Committee members happy to share contact details amongst the Committee members. 2. Lisa, from Arlington Manor happy to speak at an open meeting. S-JJ to build into the matrix. 3. Cambridge Area Patient Group. S-JJ to circulate details to all Committee Members. | Ongoing  Complete  15 Feb 2019  15 Feb 2019 |
| **8. Date for Future Meetings**  Committee Meeting 13th March 2019  Open Meeting Wednesday 3rd April 2019 | 13.3.2019  3.4.1019 |