

Roxbourne Medical Centre  
Patients Participation Group  
Committee Meeting  
13.02.2024  
at RMC at 6.30pm

**AGENDA**

- 1. Welcome from the Chair if any new people in attendance.**
  - NS, JB, JM, KM, JS, A-MW, PK and FL
- 2. Apologies.**
  - NSh and FA
- 3. Matters arising from last committee meeting in December.**
  - Newsletter published before festive season
  - Good feedback from patients
- 4. Discussion around Jane's proposed update for the RMC Webpage PPG (I will email this out to all members of the committee before Tuesday).**
  - RMC webpage not 100% up to date, FL will work on it
- 5. Discussion about changing our new terms of reference especially about lack of attendance and whether we should have virtual meetings as well as face-to-face ones.**
  - Virtual meetings discussed however PPG committee prefers to meet in person
  - Few patients expressed interest in the PPG however are not able to commit to attend the meetings – Committee to think of a way to include these patients and bring forward their ideas should they want to share them with the practice
  - Decided to meet every 2 months for now and to re-assess later in the year
- 6. Update on patients' survey. (from Practice)**
  - PPG to check the Healthwatch survey (PK will be sharing the for their website as also includes newsletters)
- 7. Update from Jane regarding use of The Beacon and Tithe Farm.**
  - PPG can host a coffee morning at the Beacon for free
  - Private rooms are £10 per hour
- 8. Volunteer to host coffee mornings/ Welcome to RMC.**
  - To set a date for coffee morning
  - A-MW happy to organise it
  - JB will send Paul's contact details to A-MW
- 9. Noticeboard update.**
  - RMC currently using the two TV screens in the waiting area to cascade information to patients
- 10. Who's Who at RMC? Photo board as at Pinn.**
  - Committee suggests to have a notice board in the waiting area with photos of all staff members

- RMC to consider

**11. Election of vice chair.**

- KM has been elected as PPG secretary
- JB would like someone to step up and become vice-chair, PPG to consider

**12. Any Other Business.**

- Social Media – FL will be using social medias more to communicate important info to patient and to advertise RMC's services.
- For next newsletter to add a section to explain that RMC offers appointments in other surgeries within the PCN for out of hours' access
- Carers month promotion – carers coffee morning at Simpson House, to decide if this is something RMC and PPG can offer here at the practice and to find out what kind of involvement is required

**13. Date of next meeting.**

- 9<sup>th</sup> April 2024 @ 18:30