

**Walderslade Patient Participation Group
Minutes of Meeting 7th December 2011**

Present: Jayne Bond Jean Gibb
 Dr James Gray Phillipa Law
 Valerie Beeson Kevin Doyle
 John Gessler

1.	Apologies Rev. Dennison , Jean Crellin, Cynthia Shaw, Maria Nascimento, Freddy Ponce Pauline Franklin, Elizabeth Knight
2.	Matters arising – JB to source a stand for newsletters now decorating has been done.
3.	Communication Strategy – the group reviewed and agreed this. Action - JB to circulate a copy
4.	Membership changes – thank you to Paul Hancock for the work he has done with the group, Paul is taking a break. Welcome to John Gessler our latest member.
4.	Inappropriate behaviour message – the group looked at the practice notice warning about inappropriate behaviour and agreed that it could be improved. First draft circulated to members who were present by email for comment.
5.	Newsletter – the group added comments to the draft <ul style="list-style-type: none"> • Do you know there are a group of patients working for you? • Please share local information that you have found helpful as others might too
5.	PPG notice board – JG agreed to look at making this more appealing, any suggestions or help appreciated. It was discussed that it would be helpful to share health & leisure activities with patients so bring any information you have to next session.
6.	AOB – New partner – JB informed the group there will be a new partner as Dr Taylor is retiring; this led to a conversation about signage and it was noted that there are discrepancies in the doctors name plates on the sign board, some say their first name and others don't. The PPG members thought it would be useful for patients to know whether the doctor is male or female. Action – all new signs will show the doctors first name as well as family name - JB Staff photos – members agreed they would still like to see staff photos in reception, a discussion was held around this. Action – JB to remind partners that this has been asked for previously PPG leadership – JB thanked the group for all the work they have done this year on patient's behalf and feel that good progress has been made. JB asked the group to consider having more involvement in setting the agenda and leading on items where possible.
	Date & time of next meeting: Wednesday 8th February @ 2.00pm Items for agenda: John Gessler to do short presentation on self management