**Notes of the Friends of Spring Hill PPG (Annual General Meeting)**

Date: 19.10.2022

Present: Mary Walker (Chair), Steven Sirvid, Cheryl Robins (Notes taker), Sheila Mykoo, Cliff McClune, Donna Kelly-Owen, Tahmina Sattar, Samuel Hanstater, Collin Carter, Will Reedman, Anwara Begum, Agnieszka Polej

Apologies: None

Agenda:

* Welcome and introductions
* Minutes of meeting 31 August 2022/Matters  arising
* Constitution and Terms of Reference (draft documents attached)
* Election of Chair, Vice Chair, Secretary, and Treasurer
* Confidentiality
* Dates of future meetings
* AOB
1. Welcome and Introductions
2. Matters arising from the last PPG meeting on 31.08.2022
* Notes of the last meeting on 31.08.2022 accepted by PPG members (accepted CC, seconded CR). All members of the PPG were sent a draft by post.
* Practice update:
* Return of a GP from maternity leave – Dr Nkiwane
* Practice has 2 physician associates: one Mon-Fri, one on Fridays
* Current recruitment plans are: 2x GP, Nurse (through Primary Care Network), Pharmacy Technician, 2x Receptionist. Members asked what the role of a Pharmacy Technician involves. A Pharmacy Technician would synchronise prescriptions and check if any necessary reviews were due (annual review due, medication review due, blood test, etc)
* Members requested information available to patients about Practice clinicians and days they work at the surgery (waiting area and website).
* Website – The practice recently switched to the new provider. There were technical issues with the content. Practice has a team of staff who work on the website. Members agreed on 6 6-week deadline for the website to be updated, covering information for patients. Members requested to give feedback on content via email after 6-week timeframe.
* Partnerships and Relationships with local authorities – Counsellor Sam Pallis will be invited to the next PPG meeting in January 2023. MW to arrange.
* PCN update - Enhanced Access – SHP offers enhanced access Monday to Friday, 6.30 pm – 8 pm. Weekend access is on Sundays, 9 am – 5 pm at Stamford Hill Group Practice.
1. Constitution and Terms of Reference
* Draft of Constitution was presented, read, and accepted by members (accepted CC, seconded CR). ). All members of the PPG were sent a draft by post.
* Terms of Reference were presented, read, and accepted by members (accepted CC, seconded CR). ). All members of the PPG were sent a draft by post.
1. Election of Chair, Vice Chair, Secretary, and Treasurer
* Election of the Executive Group, members voted, and the following members were agreed:

Mary Walker – Chair

Steven Sirvid – Vice Chair

Cheryl Robins – Secretary

Treasurer –AB will discuss with Spring Hill Partners, to be discussed at the next PPG meeting in January 2023

Supported by:

Agnieszka Polej - Community Engagement Lead

William Reedman – Practice Support from Volunteer Centre Hackney

GP – a member of the Spring Hill GP team.

1. Confidentiality
* Confidentiality Policy was presented, read, and agreed by members (accepted CC, seconded CR)
* Members present at the meeting signed the Confidentiality Policy
* Practice will store this information securely
1. Dates of future meetings
* Dates of future meetings agreed by members as follows:

04.01.2023

05.04.2023

05.07.2023

04.10.2023 (AGM)

1. Actions from this meeting and timeframes:

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| --- | --- |
| Information on practice clinician and their working pattern | 3 months - AP |
| Website update | 6 weeks – Practice team |
| Feedback about the website | PPG members in December 2022 |
| Treasurer | Next meeting - AB |
| Invitation of a counsellor  | Next meeting - MW |

Date of the next PPG meeting – 04.01.2023