**Kingswood Surgery Patient Group Meeting**

30th November 2015 @ 1.30pm

Attendees: Ivor Johnson, Stephen White, Susan Alcock, Caroline Greaves, Simone Ladha, Frances Senior, Liz Walker

Apologies: Vienna Terry, Peter Waywell, Andrew Black

Dr Tinsley attending the start of the meeting. He gave the presentation he will deliver tomorrow for the Practice’s CQC visit.

**Introductions**

The meeting was opened with brief introductions.

**Proposal of Chairperson**

Liz proposed Fran as the Chair, Caroline seconded this.

**Terms of Reference**

Fran has been researching the terms of reference of the group on the internet, she bring a draft version to the next meeting. Liz will contact the Clinical Commissioning Group (CCG) to see if anyone would be able to come and speak to the group.

**Composition of the Group**

The general make-up of the group should be representative of the Practice population. Caroline suggested getting in touch with the 6th Formers at the local schools as students interested in studying medicine may be keen to be involved. Caroline will contact St John Fishers and Liz will ask at St Aiden’s. Liz has tried to include some of the Polish patients to join the group, the signs advertising the meeting were translated into Polish both at reception and on the internet. She has also telephoned and emailed some of this group to no avail. Fran asked about including some less abled patients in the group. We will try and encourage them to join.

**Skills offered by the Group**

Fran asked if any of the group had particular skills which could be utilised. Susan and Caroline both admitted they could shout very loudly! Susan did offer to take charge of a future newsletter.

**Future Agenda Items**

1. CCG Speaker
2. Get an understanding of how the systems work at the Practice
3. Online access to records
4. Opening times – afternoon surgery times
5. Telephone access – consultations

It was agreed that any agenda items would be emailed across before the next meeting.

**Date and Time of Next Meeting**

Monday 18th January @ 1.30pm