



Working together for your health  
Teamwork-Care-Excellence-Empowerment

**PPG MEETING- Leckhampton Champions**  
**Notes of Meeting held 10<sup>th</sup> September 2020**  
**4pm via Zoom**

**Attended by: Dr Olivia Munn (OM), Paula Cross (PC)- Practice Manager, Carole Sansom- Assistant PM, Katie Reid-Lead Nurse-, Diana (named iPad on screen), Maureen, Tom, June, Sharon, Vivienne, Allen, Ellen, Fiona, Gillian, Jake, Nigel and Clair**

**Discussion Notes**

- OM introduction- discussed how to use Zoom for meetings. Meeting rules discussed using slides.
- OM- (using slides attached) What is a PPG? What does a PPG do? Ground rules.
- PC: Looking for volunteers. Duties will include: carpark marshalling, tea/coffee making and ensuring COVID social distancing is maintained whilst waiting for vaccine. PC to circulate dates for flu clinics and collate volunteer rota.
- OM: Feedback- lots of changes due to COVID. Introduction of econsult- looking for feedback. Nigel asked: are members able to decide what questions to ask during feedback- survey form will be emailed with free text box for additional comments.
- All: Introductions given by each member. 3 applications for chair. All applications will be shared via email and a poll to vote in. Still needing role of 'Secretary' also. Please express interest to PC.
- Next meeting: TBC

**Key Actions**

- Email with minutes and set date next meeting
- Email with information re flu clinics
- Email for eConsult feedback
- Email for chair applicants