**northgate practice**

Anchor Meadow Health Centre

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Dr F E Bolliger, Dr B Sarai, Dr D Gakhal and Dr K Hayer



**Agenda**

**Date: 8th June 2022 -Time:** 5pm – 6pm **Location:** Child Health Room 151

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| **Time** |  | **Presenter** |
| 5.00 pm | Welcome and apologies | Sylvia Bailey, Chair |
| 5.05 pm (5 mins) | Acceptance of Notes/Minutes of last virtual meeting 7th December 2021 | Sylvia Bailey, Chair |
| 5.10 pm (5 mins) | Practice Update | Amy – Practice Representative |
| 5.15 pm (15 mins)  5.30pm  5.40pm  5..40 –  5.55 | Future agenda items following on from patient survey  List of questions receptionist should ask when answering patients telephone requests  Confidentiality at reception desk when booking patients in either manually or by telephone  Ask receptionists how they are treated by patients | SDB – CHAIR |
| NEXT AGENDA | Recruitment plan for new members | SDB CHAIR/MEMBERS |
| 6.00PM | AOB | SDB/MEMBERS |