



PATIENT PARTICIPATION GROUP AGM MINUTES

Meeting Date: Monday 27th January 2025

Attendees:

Practice Representatives:	PPG Members:	Apologies:
Faith Woodcock	JB (Chair)	KD (Vice Chair)
Kirstie Hornsey	AH	CL
Sue Scorer	BD	WS
Sophie Ferrier	JP	JW
	SF	KF
	MB	MF
	YT	MS
	LC	KE
		DN

Meeting Minutes		
Item		Owner
1.	<p><u>Welcome and Introductions</u></p> <p>The meeting was opened by the Chair and SS passed on apologies from members unable to attend. Re-introductions were made for new members.</p>	
2.	<p><u>Actions from AGM</u></p> <p>Completed or ongoing during normal meetings.</p>	
3.	<p><u>PPG Achievements over the last year</u></p> <ul style="list-style-type: none"> • Improved self-check in system • BP machine in reception • New waiting room TV • Chair now attending regional meetings • Photos of some members on the noticeboard • PPG member health promotion article done for newsletter <p>The PPG Chair meetings do not exist now in the previous form and are instead an open meeting entitled "Patient Engagement" for patients/staff working in the healthcare sector. The next meeting is on 28th February and all present are able to join if they wish. JB will forward the invitation for circulation.</p>	
4.	<p><u>Resignations during the year</u></p> <p>The resignations of CF, HB and DW were formally accepted. The group thanked them in their absence for their contributions.</p>	

<p>5.</p>	<p><u>Code of Conduct and Terms of Reference</u></p> <p>Both documents were re-adopted as they stand. The Terms of Reference gives a maximum of 20 members which we are close to. Discussed if we have more interest then we may need to consider if some members who are unable to attend meetings are happy to move onto a “remote” member basis, which means they do not attend the core meetings but will be consulted if we need wider patient opinions on specific items.</p>	
<p>AOB</p>	<p>FW updated members on the potential building expansion which was mentioned during the last meeting. Unfortunately the practice has been informed by the ICB that there is unlikely to be any funding for this so plans are currently on hold while other options are explored. The practice is reluctant to stop accepting registrations however patient numbers have increased 15% over the last four years and 5% just during the past 12 months.</p> <p>A query was raised on the date of the next PPG Awareness Week. This is 31st May to 6th June 2025. We will hold another meeting before this so agreed that a set timetable should be agreed at that meeting to avoid last minute rush to arrange.</p> <p>Now HB has sadly had to resign from the PPG JP has kindly agreed to come in to do some drop-in sessions with patients to help them to access online services including the NHS app. FW will discuss best dates/time with reception supervisor and update JP so she can propose some dates. Different ways to promote online services (and the NHS app in particular) were discussed and there was a good point made that if patients are visually impaired they would not be able to see the posters or the waiting room TV. Audio can be utilised on the waiting room TV but we have to have the radio playing too for confidentiality reasons. YT will consider what more we could be doing and feedback.</p> <p>SF will inform FW on carer support week/dementia awareness week. She will also forward on information for the GP charter when available who can then share with LS (Befriender).</p> <p>The date of the next meeting was agreed by members present. This will be held on Tuesday 29th April 2025 at 6pm. It was agreed to alternate Monday and Tuesday to increase the opportunity for all to attend some meetings.</p> <p>Meeting closed.</p>	