

**Patient Participation Group Meeting Minutes 22.7.2025**  
**fpppg@icloud.com**

**Attendees PPG:** Richard Broughton (chair), Judi Pollard (secretary), Diana Martin, Jackie Mallery, Mervyn Granshaw, Nick Smith.



**Attendees Surgery:** Dr Mckendry, Ben Taguba (PM), Sarah Boltwood (admin).

**Apologies:** David Willis, Jill Spain, Nigel Northridge.

**Resigned:** N/A

**Introductions:** N/A

Action Items	Outcome	Who to Action
<b>2. Minutes of Previous Meeting 20.5.25</b>	<ul style="list-style-type: none"> <li>Minute 3 change to meet annually to meet quarterly as agreed.</li> <li>Minute 6 name is wrong it should say Amanda.</li> </ul>	<b>SB</b>  <b>SB</b>
<b>3. Matters Arising</b>	<ul style="list-style-type: none"> <li>Change word “previous” to “next” PPG pre meeting on the agenda.</li> <li>Draft main PPG meeting minutes will be discussed at Pre meetings, prior to presentation at the next main PPG meeting.</li> <li>Agreed that all main PPG minutes once accepted should be put on notice boards at Fairlands (Sarah to add) &amp; Normandy (Judi to add).</li> <li>All main PPG Minutes to be added to Fairlands website.</li> </ul>	<b>SB</b>  <b>SB &amp; JP</b>  <b>SB</b>
<b>4. Practice Updates</b>	<ul style="list-style-type: none"> <li>Eleni (clinical pharmacist) discussed with the group an upcoming project around prescribing. The project involves gaining feedback from patients and PPG. There are 3 questions to answer. Group discussed best ways to reach all patients, it was suggested to maybe hand out questionnaires at flu clinics and to send out a survey monkey. PPG are happy to help with this project.</li> <li>New Social prescribing platform to launch, it is for social prescribers to use to find services to refer patients to.</li> <li>PCN is now made up of 3 Practices, Fairlands, Woodbridge and Dapdune.</li> <li>Triage opening hours from October have still not been confirmed by NHSE. - ‘Richard reported that information from our Update Event indicated that most patients are satisfied with the current system. The next PPG Newsletter should indicate that Receptionists will help</li> </ul>	

	<p>patients to complete the appointment application forms if patients cannot manage this themselves online.'</p> <ul style="list-style-type: none"> <li>• Blood tests will be available at Normandy surgery in Monday to Friday afternoons from 4<sup>th</sup> August.</li> <li>• Availability of nurse appointments is better since new month of birth invites went live, shows new system is working.</li> <li>• Dr Adnett will be leaving in August and Dr Davies will be taking over, doing 6 sessions per week. Dr Davies has been a trainee GP with the practice for the last 3 years.</li> </ul>	
<b>5. Events</b>	<p>Recent Lifestyle event was good, not particularly well attended perhaps need earlier advertising next time. Dr Angiolini's presentation was excellent. Judi mentioned that previous events had circulated a programme giving names and topics etc. prior to the events. This probably helps to invite patients' interest.'</p> <p>Following on from this event Dr Angiolini is going to do 6 lifestyle stories to be added to You Tube, Facebook and sent out to the wider patient population, hopefully by the end of this year.</p> <p>Lifestyle Event Report</p>  <p>Event 26 6 25 Report v2.docx</p> <p>Suggestions for the next event were Alzheimer's/Dementia (both of these have been covered at previous events). Date for event TBC, probably next Autumn.</p>	
<b>6. Finance</b>	<p>Finance report attached.</p>  <p>Finance Report 15 7 25.docx</p> <p>Richard will contact Amanda Pick to request a grant for future events.</p>	<b>RB</b>
<b>7. Report on PCN Chairs Meeting 25.6.2025</b>	<p>Report circulated by Richard 25.6.2025.</p> <p>Next PCN/Chairs meeting is 23.7.2025, Mervyn will attend.</p>	<b>MG</b>
<b>8. Better Ways of Working</b>	<p>Suggest widen the area to talk with other PCN's PPG's. Mervyn will speak with other PPG's on 23/7 PCN/Chairs meeting.</p>	<b>MG</b>
<b>9. Increasing Patient Engagement</b>	<p>Agreed that 3 or 4 newsletters will be sent out annually using SMS for patients that have online access and using Fairlands Facebook page plus PPG Facebook page.</p>	<b>JS</b>

<b>10. Date of next meeting</b>	PPG Pre- meeting 2.9.2025 1.45pm (RB is unable to chair) PPG full meeting 16.9.2025 1-2.20pm (note earlier time)	
<b>11. AOB</b>	Richard mentioned he did a talk with Binscombe PPG to try and help them move forward.	