

Patient Participation Group Meeting Minutes 22.7.2025
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Attendees PPG: Richard Broughton (chair), Judi Pollard (secretary), Diana Martin, Jackie Mallory, 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
2. Minutes of Previous Meeting 20.5.25	<ul style="list-style-type: none"> Minute 3 change to meet annually to meet quarterly as agreed. Minute 6 name is wrong it should say Amanda. 	SB SB
3. Matters Arising	<ul style="list-style-type: none"> Change word “previous” to “next” PPG pre meeting on the agenda. Draft main PPG meeting minutes will be discussed at Pre meetings, prior to presentation at the next main PPG meeting. Agreed that all main PPG minutes once accepted should be put on notice boards at Fairlands (Sarah to add) & Normandy (Judi to add). All main PPG Minutes to be added to Fairlands website. 	SB SB & JP SB
4. Practice Updates	<ul style="list-style-type: none"> 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. New Social prescribing platform to launch, it is for social prescribers to use to find services to refer patients to. PCN is now made up of 3 Practices, Fairlands, Woodbridge and Dapdune. 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 	

	<p>patients to complete the appointment application forms if patients cannot manage this themselves online.'</p> <ul style="list-style-type: none"> • Blood tests will be available at Normandy surgery in Monday to Friday afternoons from 4th August. • Availability of nurse appointments is better since new month of birth invites went live, shows new system is working. • 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. 	
5. Events	<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>	
6. Finance	<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>	RB
7. Report on PCN Chairs Meeting 25.6.2025	<p>Report circulated by Richard 25.6.2025.</p> <p>Next PCN/Chairs meeting is 23.7.2025, Mervyn will attend.</p>	MG
8. Better Ways of Working	<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>	MG
9. Increasing Patient Engagement	<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>	JS

10. Date of next meeting	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)	
11. AOB	Richard mentioned he did a talk with Binscombe PPG to try and help them move forward.	