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| OAKMEADOW SURGERY  MINUTES FOR PPG.  DATE OF MEETING: 29/02/24 |
| PPG Meeting Start Time 1.00PM  ATTENDEES: Dr Shah – Kaydean Goodwin – Annette Strong (Chair) -Phil White – Carol Knil – Peter Knil – Maud Barratt. |
| **AGENDA TOPICS** |
| Dr Shah: Discuss Surgery Communication Role and use of PPG in future patient related communications.  Kaydean Goodwin: Discuss Update NAPP  Group Discussions: New Appointment System – NHS Patient Questionnaire – how to attract more members to the group – how the group will communicate information about its role to patients vie the PPG Notice board. |
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| \*A.S (Chair) – Started the meeting by introducing herself to Dr Shah, PPG Members introduced themselves.  \*Dr Shah – Introduced himself to the group and explained his role as the communication leader.  \*PPG Minutes to be added to the website under the PPG Team Tab – K.G or T.G to add these.  \*Awaiting to hear back from PCN on the break down of the Patient Surveys  \*Appointment booking system review in 6-12 Months  \*PPG group to look in taking on new members  \*Have a look into Local newspapers for Gp to send information on the Surgery to.  \*Discussed the 15min Gp Appointments that are now in place.  \*A.S(Chair) asked if there is any protocols if the link goes down, K.G to find out and update on next meeting.  Next Meeting – 28.03.24 1PM  Meeting Finished 14.50pm |