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| OAKMEADOW SURGERYMINUTES FOR PPG.DATE OF MEETING: 29/02/24 |
| PPG Meeting Start Time 1.00PMATTENDEES: 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 NAPPGroup 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 1PMMeeting Finished 14.50pm |