**Woodland Medical Practice**

**Patient Participation Group**

**Minutes – Meeting 21st May 2024 at 1pm**

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1. Attending

Michael Ibbotson (MI) Acting Chair – Practice Manager

John Exton – Treasurer (JE)

David Makepeace -Secretary (DP)

Beryl Jackson (BG)

John Dix (JD)

Dr Alvaro Maurtua Briseno-Meiggs (AM)

1. Welcome

The acting chair (MI) welcomed everyone to the meeting.

1. Apologies

None

1. Minutes of the last meeting

Letter to the group.

(MI) had contacted the treasurer (JE) and secretary (DM) for a consultation meeting to discuss the effectiveness and future of the present PPG group. Following much discussion, it was decided that a relaunch and reformation of the current PPG would be the best way forward. With this in mind it was agreed that a letter would be forwarded to the PPG group members requesting a YES or NO commitment to being ACTIVELY involved in supporting and playing an active part in the re-launch, reformation, and success of the group in the future.

Responses – Only 4 former members of the former Woodland PPG gave a positive YES to the in-house survey.

1. Matters Arising

5.1 (MI) gave those attending copies of the latest patient survey (National and In House). The results for the Woodland practice were very good.

GP 2023 National Survey 83%

GP Lincoln Survey 93%

Two pages of notes were given to members regarding patients comments from the surveys.

2 Surveys a year are to be completed in future by our practice.

5.2 Promotion of the Group – (MI) informed the meeting that a member of the Woodland medical staff (Bethany) was very talented with regard to social media and had created a Facebook page for the practice that can also be used to promote and assist recruitment for the PPG. An online app has also been created. The waiting room screen to also be used.

5.3 Newsletter – (MI) Also informed the meeting that a two-sided newsletter had been created to be put on Facebook bi-monthly or quarterly.

The brochure that PPG member John Dix had created could be included in the next newsletter.

5.4 It was agreed that the PPG advertising board situated in the practice entrance should be utilised again, when possible, for PPG news and recruiting purposes etc.

5.5 It was suggested that new and revised identity badges for PPG members to wear be re-issued for use when attending PPG events.

All non-Woodland staff PPG members to submit a suitable photograph to John Dix **ASAP to enable speedy preparation of the badges and lanyards.**

1. GP Report

The members welcomed Dr Alvaro as the new GP rep to the PPG

1. Treasurers Report

(JE) had circulated the latest Treasures Report to all members which showed a healthy balance of £541.50

 9) Date of the next meeting **Tuesday** **27th August 2024 at 1pm**