

**NEWBRIDGE SURGERY**  
**PATIENT PARTICIPATION GROUP MEETING**  
**Annual General Meeting (AGM)**  
**HELD ON**  
**Wednesday 11 September at 2024 4:15 pm**

**PRESENT**

Patient Representatives: J Hancox (Chair), C Dymond (CD), J Evans (JE),  
C Patel (CP), K Ong (KO), D Scroop, (DS) S Corbett (SC), D Luck (DL) Gordon Luck (GL) A  
Burton (AB),

Practice Representatives: V Roddie (VR), J Griffiths (JG), Dr Pickavance (GP)

		<b>ACTION</b>
1.	<b>Welcome &amp; Introductions –</b>	
2.	<b>Apologies for Absence –</b> J Horton, R Ashwell (Vice Chair), J Davies, J Rees,	
3.	<b>Minutes of the last AGM meeting –</b>	
4.	<b>Matters Arising –</b>  Practice Report for 2023/2024 and highlight of achievements Overview of Chairpersons Report	
5.	<b><u>Nomination for roles for 2024 - 2025</u></b>  Chairperson – JH re-elected as seconded with support from AB, SC  Vice Chairperson – RH re-elected and seconded with support from JH and SC  Secretary role – no one volunteered so PPG will need practice to administer this role  Social Media role – no one volunteered so PPG will need practice to administer this role.	
6.	<b>Review of Terms of Reference for PPG Group</b>  Wording amended from document dated 27.9.23 with discussions undertaken from PPG group members.  Item 1 - the group suggested that the sources referred to item No 1 should, be contacted asking how we can participate with them.  Wording highlighted in yellow to be agreed at the next meeting.	JH  ALL
7.	<b><u>Friends and Family Test</u></b>  July 2024 – 96.4%  August 2024 – 96.3% results – discussed common themes and discussed potential solutions.  Patients report that there are sometimes parking issues and Practice to review staff and aligned staff car parking solutions.	

<p>8.</p>	<p><b><u>Any Other Business</u></b></p> <p>Group were asked what topics and presentations they would find helpful, to bring forward ideas at next PPG meeting.</p> <p>A Meet the team within Wolverhampton Total Health Primary Care Network has been organised to be held on Tuesday 17<sup>th</sup> September 9.30 - 14.30 at East Park. PPG volunteers needed for Flu Clinics on Saturday 5<sup>th</sup> October 2024.</p> <p>If any PPG wanting to volunteer on Saturday 5<sup>th</sup> October to contact Jean on 07814 246479 so that a rota can be set up. Times from 9 am – 3 pm.</p> <p>Also it was discussed what topics and presentations PPG would like to invite in the future.</p> <p>Dr Pickavance asked the group if a link could be sent to them in regard to a digital project for enhanced end of life care and to improve health outcomes. The purpose is to gather insight from patients and family members to continue to improve.</p> <p>RSV injections starting to be carried out on pregnant women plus patients 75-79 years of age, to prevent them from respiratory syncytial virus.</p> <p>List size cannot be closed without an impact on other Enhanced Services. Patient list size continues to grow.</p> <p>All Practices are participating in Modern General Practice to review their digital processes. Some practices use this method as a total triage for an appointment system, Newbridge Surgery do not use this system as we can manage our demand as we have more doctors / clinical team appointments available.</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p> <p>ALL</p> <p>FYI</p> <p>FYI</p> <p>FYI</p> <p>FYI</p>
<p>9.</p>	<p><b><u>DATES OF NEXT MEETINGS</u></b></p> <p>Wednesday 6<sup>th</sup> November 2024 at 4:15 pm</p> <p>Thursday 9<sup>th</sup> January 2025 at 4:15 pm</p> <p>Tuesday 4<sup>th</sup> March 2025 at 4:15 pm</p> <p>Wednesday 7<sup>th</sup> May 2025 at 4:15 pm</p> <p>Thursday 10<sup>th</sup> July 2025 at 4:15 pm</p> <p>Next Annual General Meeting (AGM) Tuesday 9<sup>th</sup> September 2025 at 4:15 pm</p>	

Meeting closed at 6:00 pm