

NEWBRIDGE SURGERY
PATIENT PARTICIPATION GROUP MEETING
Annual General Meeting (AGM)
HELD ON
Wednesday 27 September at 2023 4:15 pm

PRESENT

Patient Representatives: J Hancox (Chair), R Ashwell (Vice Chair), C Dymond (CD), J Evans (JE), C Patel (CP), K Ong (KO), D Scroop, (DS) S Rutter (SR), S Corbett (SC)

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

		ACTION
1.	Welcome & Introductions –	
2.	Apologies for Absence – J Horton, A Burton, J Davies, I Gillis	
3.	Minutes of the last AGM meeting – Agreed as a true record	
4.	Matters Arising – Practice Report for 2022/2024 and highlight of achievements Overview of Chairpersons Report	
5.	<u>Nomination for roles for 2023 - 2024</u> Chairperson – JH re-elected as seconded with support from RH and SC Vice Chairperson – RH re-elected and seconded with support from JH and SC Secretary role – none volunteered so will need practice to administer this role Social Media role – SR re-elected and seconded by RH and JH	
6.	<u>Review of Terms of Reference for PPG Group</u> Some wording amended from document dated 8.9.22 with discussions undertaken from PPG group. Quorum amended from 2 to 4 people plus Chair for decision making. Amendments highlighted in yellow to be agreed at next meeting.	
7.	<u>Friends and Family Test</u> July 2023 – 96.2% August 2023 – 97.5% results overview and narrative discussed Reception staff to push paper copies as these have declined recently.	
8.	<u>Dates of future PPG meetings</u> Thursday 9 th November 2023 at 4:15 pm Tuesday 9 th January 2024 at 4:15 pm	
9.	<u>Any Other Business</u> PPG volunteers needed for Flu Clinics on Saturday 7 th October 2023. NHS app being promoted, and Cancer Care Co-ordinator and Carers stand to promote services. If any PPG wanting to volunteer on Saturday 7 th October to contact Jean on 07814 246479 so that a rota can be set up. Times from 8 am – 2 pm.	ALL