**Midway Patient Participation Group Meeting**

**13th August 2024, 7pm, Midway Surgery**

Present: (ST) (Practice Manager), (EJ) (GP Partner), (IR) (Chair), (SBe) (Secretary), (SL)

Apologies: RA, PW, DB, OS, SB

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| **Agenda item** | **Discussion** | **Action** |
| 1. Welcome and apologies
 | Apologies: RA, (PW), DB , (OS), SBr |  |
| 1. Previous minutes
 | ST apologised for the brevity of the minutes from 14/5/24 – they were agreed by the PPG members present at the last meeting |  |
| 1. Matters arising (including update on action points)
 | 1. Green impact toolkit – SL suggested there needs to be some involvement from the surgery staff and it cannot be managed solely by PPG members. Parkbury House green impact toolkit is run by their PPG, EJ to liaise with Parkbury House and potentially establish links between PPG members in both surgeries. ST, OS and SL to meet prior to the next PPG meeting to plan next steps. ST to liaise with OT regarding the project.
2. Solar panels – good idea in principle but not feasible for the surgery at the moment due to potential building works, grants are available and will be investigated with the new building works as a new boiler system would be needed as well
3. Good suggestion scheme – agreed by the surgery as a good idea - digital box and physical box – ST to discuss with Oren to implement
4. Paragraph for recruiting new PPG members – IR wrote a paragraph to recruit new PPG members – agreed by all to be used in next newsletter, to also put on main screen in the waiting area with QR code. Proposed wording:

*Fellow patients**The Midway PPG (patients participation group) is now well into its second year. It has been an interesting experience for all of us on the committee, and hopefully helpful to the practice. We only meet 3 monthly so it is not a huge commitment. What we now need is more diversity within our group. We would particularly value input from younger patients, especially if you can help us move forward with social media. Can you help us? There is information available about PPGs on the Midway website or if you’d like to talk to one of us, please complete the form which is also on the site and we’ll get back to you.*Discussion followed regarding social media posts from the surgery as this is an area that the PPG/surgery would like to expand on, link to national days – suggestion to explore links with local schools/Oaklands as this could be a project linked to D of E/sixth form/college courses1. Patient questionnaire – upcoming strategy meeting, need a patient questionnaire following this. ST to liaise with PW
2. NHS GP Patient survey – infographic provided in newsletter – 40% return rate but the questionnaire was only sent to 253 of the 14,000 patients
3. IT session providing help to patients for setting up NHS App – date will be provided when RSV, flu and Covid clinics have been booked, no rooms free during the week. Volunteers will be needed from PPG members for this

  | ST/OS/SLEJSTIR/STST/PWST |
| 1. Update from GP practice
 | 1. Changes within the job share practice management JS has moved to finance role and MT has started as the new job share in the practice manager role
2. 3 members of staff retired
3. RSV vaccinations will start in September (over 75’s, pregnant women – lasts 2 years, complex vaccine), followed by flu and covid (strict eligibility criteria) in October – volunteers required for help at the vaccination sessions. ST to inform of dates when the clinics have been booked
 | ST/PPG volunteers to help with sessions |
| 1. Newsletter
 | Ideas for the next issue of newsletter:1. Social Prescriber staff profile and signposting for care packages etc
2. RSV/Flu/Covid – Department of health guidance, private vaccinations available for those not eligible
3. Additional vaccine including Whooping cough, measles, shingles, pneumonia
4. Repeat Prescription process, encourage patients to use the NHS app
5. Support available for mental health, including new support available for young people
 | ST |
| 1. Action plan for next meeting
 | 1. Invite MT(new practice manager) to next meeting
2. Green Toolkit feedback
3. Fundraising – Practice wish list, compliance with rules and regulations, ideas for fundraising
4. Feedback from Strategy meeting and patient questionnaire
5. Newsletter – ideas for next issue
6. IT sessions for NHS app
7. New PPG members
8. Community Health Fair
 | STST/SL/OSIRST/PWAllSTST/IR |
| 1. AOB
 | 1. Potters Bar Health and Wellbeing event - Friday 13 September 2024, 10am-3pm - Wyllyotts Theatre, Darkes Lane, Potters Bar, EN6 2HN. **Is any PPG member available to go along and feedback on the event at the next meeting?** See flyer attached to email with minutes. Discussion followed about the surgery/PPG holding a health and wellbeing event in the future this could be held at the surgery (small event) or at external venues such as Greenwood Park, Sopwell cycle Hub, Killigrew school. PPG to have a presence and provide information about the PPG and help with NHS App. There could be a different focus at different events eg mental health, parenting, carers etc and could engage with local charities such as the community gardening project, U3A, NCT, Health walks, Mind, Diabetes charities. New Leaf college, Rennie Grove etc
2. Invite Heather Aylward (Public Engagement Manager, NHS Hertfordshire and West Essex Integrated Care Board) to PPG meeting in 2025
3. Impact of new local housing development on the Practice – surgery is aware of the development and are looking into grants available which could help with the proposed plans for a future building project at the surgery
 | AllST |
| Date of next meeting | Tuesday 12th November 2024, 7pm |  |