**Midway Patient Participation Group Meeting**

**14th May 2024, 7pm**

Present: (ST) (Practice Manager), (EJ) (GP Partner), (IR) (Chair), (PW), (DB), (OS)

Apologies: SL, AE, SBe

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| **Agenda item** | **Discussion** | **Action** |
| 1. Welcome and apologies | Apologies: SL , AE, SBe |  |
| 1. Previous minutes | Minutes of meeting Tuesday 6th February 7pm agreed |  |
| 1. Matters arising (including update on action points) | a. New date for IT session (session 23/3/24 cancelled) - will now go ahead in the Autumn  b. Green impact toolkit – solar panels discussed – EJ/ST to bring up at next practice meeting  c. Recruitment of new PPG members – IR to write a paragraph for inclusion in the newsletter/website  d. Website FAQ – PW is working on this  e. Patient questionnaire – what are patient priorities? PW to work with ST to compile a questionnaire to address points raised in strategy meeting later in the year | ST  ST/EJ  IR/ST  PW/ST  PW/ST |
| 1. Newsletter | Ideas for next issue:  Surgery fundraising for Rennie Grove  NHS App  Stats for consultations Jan-June 2024  NHS GP survey feedback  Friends and Family survey feedback  Pharmacies – first contact/treatment | ST |
| 1. Action plan for next meeting | 1. Staff suggestion box 2. Solar panels 3. Patient questionnaire 4. Recruiting new PPG members 5. IT session |  |
| 1. AOB | 1. Staff suggestion box – PW suggested this as a way for staff to engage with continuing development of the surgery. EJ/ST to take to surgery meeting | EJ/ST |
| 1. Date of next meeting | Tuesday 13th August 2024, 7pm, Midway surgery |  |