**Sandy Lane and St Peters’ Patient Group Trustees**

**Agenda 29nd July 2024**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **1** | **Welcome**  |  |
| **2** | **Apologies** |  |
| **3** | **Surgery Report** |  |
| **4** | **Development Plan**  |  |
| **5** | **Financial report** |  |
| **6** | **Significant Events** |  |
| **7** | **Patient Event** |  |
| **8** | **Any other business**  |  |
| **9** | **Location and date of next meeting**: | 23rd September [TBC] |

All papers and discussions are strictly confidential

***Minutes 20th May 2024***

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | ***Action*** |
| *1* | *Welcome* |  |  |
| *2* | *Apologies* | *None* |  |
| *3* | *Surgery Report* | *IT merging of the two surgeries into one DB underway. Combined 10,000 patients. Patients will eventually be able to attend either surgery. Telephone system not happened yet.* |  |
| *4* | *Development Plan* | *Development plan examined and updated.* | *Update* |
| *5* | *Financial Report* | *£82.06 in the bank* | *Signatories to be amended* |
| *6* | *Significant Events* | *None* |  |
| *8* | *Patient Event* | *Continue dialogue with Newgate Lane Pharmacy: [Alice and Imran] Lesley and John to work on this.* | *New ideas required* |
| *9* | *Any other business* | *Remove H&S from agenda. Send Confidentiality docs to Betty and Nigel* | *Send Doc.* |
| *10* | *Location and date of next meeting* | *22rd July Sandy Lane Surgery 4.30pm [Bi-monthly]* |  |

*All papers and discussions are strictly confidential*

**Sandy Lane and St. Peters’ Surgery PG Development Plan 2024-25**

|  |  |
| --- | --- |
| **Area 1**PG Monitor: Trustees | **Friends and Family** |
| **Recommendation** | Monitor Friends and Family responses |
| **Tasks** | **Lead** | **Timeline** | **Comments/Achievements** |
| 1. Jill to provide data for the Trustee Meetings
 | Jill | Until May 25 |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Area2**PPG Monitor: Trustees | **Increase PG profile within the Surgeries**  |
| **Recommendation** | Improve website. Have a face-to-face presence in the surgeries. |
| **Task** | **Lead** | **Timeline** | **Comments/Achievements** |
| 1. Review Website
 | John | Sept 24 | Script edited. Ready to send off |
| 1. Posters
 | John | Sept 24 |  |
| 1. Meet and greet
 | Mick | Dec 24 |  |

|  |  |
| --- | --- |
| **Area 3**PPG Monitor: Trustees | **Measures to improve the health and well-being of patients** |
| **Recommendation** | Organise event with Newgate Lane Pharmacy |
| **Task** | **Lead** | **Timeline** | **Comments/Achievements** |
| 1. Newgate Lane Pharmacy Event
 | John / Lesley | ASAP | Interest from Pharmacy. Proposed meeting [No response] |
| 1. Ideas to look after your health??????
 |  |  |  |