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

**Agenda 29nd July 2024**

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|  |  |  | |
| **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***

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|  |  |  | ***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**

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| **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 |  |
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| **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 |  |

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| **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?????? | |  |  |  |