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

**Agenda 18th November 2024**

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|  |  |  |
| 1 | Welcome  |  |
| 2 | Apologies |  |
| 3 | Minutes of Last Meeting |  |
| 4 | Matters Arising |  |
| 5 | Surgery Report |  |
| 6 | Development Plan  |  |
| 7 | Financial report |  |
| 8 | Significant Events |  |
| 9 | Patient Event |  |
| 10 | Any other business  |  |
| 11 | Location and date of next meeting: | 20th January 2025 [TBC] |

All papers and discussions are strictly confidential

***Minutes 23 rd September 2024***

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|  |  |  | ***Action*** |
| *1* | *Welcome* | *Mick Lawlor acted as chair* |  |
| *2* | *Apologies* | *Sylvia and Alan* |  |
| *3* | Minutes of Last Meeting | *Unanimously accepted* |  |
| *4* | *Matters Arising* | *Resume of input from joint data collating team. “Joining the Dots”* |  |
| *5* | *Surgery Report* | *New telephone system next week. Amalgamation progressing* | *Information for patients on how it works?* |
| *6* | *Development Plan* | *Reviewed and updated.* |  |
| *8* | *Financial Report* | *£82.06 in the bank* | *Signatories to be amended* |
| *9* | *Significant Events* | *None* |  |
| *10* | *Patient Event* | *No response from Newgate Lane Pharmacy* | *New ideas required* |
| *11* | *Any other business* | *Note of thanks for positive Friends & Family comments to be sent to all staff* | *Done* |
| *12* | *Location and date of next meeting* | *18th November Sandy Lane Surgery 4.30pm*  | *Confirmed* |

*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 | Report at every meeting agreed |
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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 | Underway at St Peters |

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| **Area 3**PPG Monitor: Trustees | **Measures to improve the health and well-being of patients** |
| **Recommendation** | Events held at Sandy Lane Surgery |
| **Task** | **Lead** | **Timeline** | **Comments/Achievements** |
| 1. Workshops bi-monthly
 |  |  |  |
| I First Aid, ii Breath Easy / COPDiii Alzheimer’s Society iv Diabetes UK v Carers UKvi Anti-smoking [0115 772 2515] | Nigel & Betty | End March 24th?AprilMayJuneJuly | 6pm ‘till 8pm. Max 12 places |