

St Elizabeth Medical Centre - Patient Participation Group

Meeting Minutes

Date & time:		1 st April 2025, 18:30			
Place:		St Elizabeth Medical Centre (SEMC)			
Attendees:		Initials	Present	Apologies	Absent
SEMC:					
Practice manager & facilitator	Mrs Elizabeth Morton	EM	x		
Patients:	Mrs Rehana Beg	RB			x
	Mrs Angela Bowness	AB		x	
Vice-chair	Mr John Bowness	JB	x		
	Mr Ahmad Khwaja	AK			x
Secretary	Mr Jamie Lake	JL	x		
	Ms Julie Paynter	JP	x		
Chair	Mr John Shroff	JS		x	
	Mr Ian Walker	IW	x		
	Mrs Vanessa Walker	VW	x		
Voting quorum present?		No			

Agenda & Minutes

1. Actions progress.

- 1.1. **EM** shared the revised questionnaire.

2. Update from the Practice.

- 2.1. Newsletter discussed. Asking for any other groups can be included.
- 2.2. Discussed bringing in one or two other demographics into the group to better represent the community.
- 2.3. Discussed when PPG members could be available to run through the questionnaire with patients at the surgery.
- 2.4. Admin staff could help with language-barriers for the questionnaire.

3. Any other Business.

- 3.1. None.

4. Action List.

From	Action	Who	By the

5. Agenda for next meeting.

- 5.1. Review progress on actions.
- 5.2. Update from the practice.
- 5.3. Any other Business.

6. Next meeting: 18:30 to 19:30 on the 20th of May 2025

Minutes submitted by: Jamie Lake, 3rd April 2025