

St Elizabeth Medical Centre - Patient Participation Group

Meeting Minutes

Date & time:		11 th March 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?	Yes				

Agenda & Minutes

1. Actions progress.

- 1.1. The Virtual Group will not go ahead, as it makes more sense to send out requests for feedback to all patients.
- 1.2. There is now an A3 sized "Mental Health Advice and Support Information" poster on the PPG noticeboard.
- 1.3. A selection of different posters, flyers and cards were received from Andy's Man Club and are now at the surgery to be distributed as appropriate. A poster will be added to the PPG noticeboard.
- 1.4. JB has produced a first draft of a newsletter. This will be further progressed with EM.

2. Update from the Practice.

- 2.1. The PPG noticeboard has now been set up.
- 2.2. EM suggested adding how to get prescriptions to the newsletter.
- 2.3. JB requested to be informed about any clubs in the area that can be added to the newsletter.
- 2.4. EM to send out an amended questionnaire.
- 2.5. Rules can be set up in the email application to filter messages directed to the PPG.
- 2.6. Interviews are underway to replace a member of the admin team.
- 2.7. From April, patients will be sent to the pharmacist more often for minor ailments.

2.8. NHS England are pushing for surgeries to have a means of answering non-urgent medical questions from patients.

3. Any other Business.

3.1. Due to people being away the next two meeting dates are 1st April and 20th of May.

4. Action List.

From	Action	Who	By the
2.4	Send out amended questionnaire to the group.	EM	End of March.

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 1st of April 2025

Minutes submitted by: Jamie Lake, 17th March 2025