**Minutes of the Boultham Park Medical Practice PPG Meeting**

**12 June 2025 at 18:30**

## Due to the recent resignation of the Chair and four committee members, no formal agenda was issued for this meeting.

# Attendees:

* Kristy Perkins: Practice Manager
* Dr Efe O Oteri: Partner Doctor
* Donna Pech: Minute Secretary
* Cathy Hanger: PPG representative
* Sandy Williams: PPG representative
* Peter Barker: PPG representative
* Margaret Allis: PPG representative
* Steve Foottit: PPG representative

Apologies: Mark Patey

# Resignations

* Colin and Rosie Damarell, Brian and Janet Harding, Angie Smith resigned
* Colin (PPG Chair) submitted a resignation letter to the group – see attached
* Kristy wrote an excellent letter to retired members – see attached

## Vote for New PPG Chair

* The election for the new PPG Chair will take place at the next meeting
* Kristy to look at producing a poster advertising for PPG members for the waiting room
* Ideas to recruit additional PPG members were discussed, such as events and initiatives to increase engagement

## PPG Chair Role Information

* Information about the role of Chair will be provided to help members assess their ability to take on this responsibility
* Meetings such as ICB can be time-consuming, lasting up to three hours
* Cathy raised concerns about having a Deputy Chair due to potential continuity issues, although meeting minutes should help in staying informed

# Practice Updates

* New flooring has been installed in the patient waiting area and nurses' corridor to enhance infection control, ensure compliance, and brighten the space

## Staffing Changes

* Sue Agius, Nurse Practitioner, has retired
* Dr Jackson has stepped down but continues to work part-time, two days a week
* Advertising for an additional cleaner due to the increased time required to maintain the new flooring
* Advertising for an additional Practice Nurse to increase capacity for managing chronic diseases
* Chris Davison, ANP, will remain in position until December

## Pilot Program Update

The Acute Hub pilot is functioning effectively, creating additional appointment capacity:

* January: 528 appointments created
* February: 544 appointments created
* March: 956 appointments created
* April: 265 appointments created

## PPG Board Update

* The PPG board has been relocated to the corner near the entrance
* Kristy reported an information cull to reduce the excess information around the waiting area

# PPG Member Recruitment Ideas

* Suggestions included placing a large poster in the waiting room
* Proposal to host events such as a coffee morning on a Saturday surgery or a walk around the park
* Fortnightly Thursday Co-op Respiratory walks with accompanying leaflets were suggested
* Existing walking events were reviewed
* Boultham Park Fair on July 12/13 was mentioned as a potential PPG recruitment opportunity
* Cathy suggested organising an annual meeting for all four PPGs, and Kristy is tasked with inquiring about this possibility

# PPG Awareness Week

* Advanced planning for PPG Awareness Week was highlighted as important
* The team aims to brainstorm ideas and schedule the event in advance

# Additional Updates

* Cathy applied for the FND in Stamford as a helper, as she is interested in the topic. She will attend in July and provide feedback to the group on her experiences
* Data protection and confidentiality agreements need to be checked. Kristy will verify if all recent members have signed this
* Donna noted that there is no menopause information or guidance on the practice website. Kristy will look into this
* All vaccines will be included at the practice this year
* Ideas for improving the website should be sent to Kristy
* Prebookable appointments are now available for joint/muscle pain, arthritis, and mental health practitioners

# Next Meeting

* The next meeting has been moved to 18 September from 11 September. Kristy will check doctor availability for the new date

# Actions

* Kristy is to look at producing a poster advertising for PPG members for the waiting room
* Kristy is tasked with inquiring about the possibility of organising an annual meeting for all four PPGs
* Kristy will verify if all recent members have signed the data protection and confidentiality agreements
* Kristy will look into adding menopause information or guidance on the practice website
* Ideas for improving the website should be sent to Kristy
* Kristy will check doctor availability for the new date of the next meeting

# Meeting End

The meeting concluded at 19:20