

## PPG Meeting Minutes:

Tuesday 8<sup>th</sup> July 2025

Item No	Agenda Item	Discussion
1.	Introductions	Once the meeting began, Dan introduced himself and his roles followed by Dr Nikolai. Each participating member of the meeting then introduced themselves, including some information around their job/previous jobs, any interests they have and also mentioning the goals they want to achieve through the PPG.
2.	PPG Overview	Discussed what a PPG is and how it worked. We expanded on the aims of the PPG and the three core areas of focus: Promoting better health amongst patients, improving community relations and services, enhancing patient experience.
3.	Open Forum	We had a number of open conversations, sharing ideas and thoughts around various opportunities we can create for patients. Some specific ideas were mentioned, things like a meet and play new mums club, some walking/running clubs and cycling club. The overarching view to have services that are on our doorstep that we can signpost patients to (such as services being offered in and around the Alexandra Park café). Initial plans were made to organise a group walk/run alongside a currently running club in Alexandra Park. Dan will reach out to the PPG members for more specific details, SM will enquire about designed shirts to make clear who we are and where patients could find us on the day. Also discussed working together to increase PPG interest and uptake. A plan is in place for volunteers CD and DM to attend the surgery while we have our videographer visiting and to represent the PPG in a video that can promote interest and uptake.
4.	Discussed communication	It was agreed on the meeting that the group are happy to communicate between one another via email. To do this Dan will individually send confidentiality agreements between the members before sharing one another's details.
5.	Ended session	Thanked all those who attended and discussed the excitement we have for this journey. Agreed that the current plan for future meetings is to have them online on the second Tuesday of every month.

### ACTIONS LIST:

Item No.	Responsible Person:	Task:	Due:	Status:
1.	Daanyaal Anwar	Send Confidentiality Agreements to PPG Members	14/07/25	In Progress
2.	Sarah Mulligan	Acquire T-shirts/High-vis for Park Run/Walk (Assigned Budget £100)	28/07/25	In Progress
3.	Doretta Maynard and	Attend GP surgery to record PPG video	12/08/25	Waiting

	Claire Davies	at 08:30AM on 12 <sup>th</sup> August.		
4.	Sarah Mulligan/ Doretta Maynard	Share more specific details regarding park run/walk (Dates, Times, Contact details)	12/08/25	In Progress