


Working together effectively to enhance the health and wellbeing of our communities

MINUTES

PPG meeting

Meeting Date:	22 nd March 2023	Meeting Time:	1900
Attendees:	PPG members plus Liz Richards PM, Dr Sarah Dowling		
Apologies:	many		

	ITEM	ISSUE / STATUS / ACTION REQUIRED	Responsible	Due
1.	Introductions and Welcome	Liz Richards (LR) welcomed everyone. LR thanked everyone for attending.		
2.	Apologies	many		
4.	Do you have anything you want to discuss?	Some education events on topics like dementia- link into local charities like Herts memory clubs		
5.	Presentation	 PPG MEETING March 2023.pptx To increase reach- Redbourn care group, 7 parish notice boards (take an A5 poster) parish council- Sarah Withers, schools- headteacher, Miss Fen for community news in her weekly email. Do a post that others can share Highfield Park Trust, libraries, YMCA gym at Highfield, patients that come into the surgery – more prominent display and sign up to receive newsletter. Screens in Waiting rooms IT surgery on 13 th May- Please contact Liz Richards if you are able to help. We need some cakes and people that will help promote the PPG at these mornings, promote following us on social media and promote sign up to the newsletter New contract changes – the surgery has started work on how to meet demand with current capacity and how we communicate these messages using stories.		
6.	AOB	none		
7.	Date / time of next meeting	17th May 2023, 7pm by Microsoft teams.		

Quality, Helpful and Empathetic Attitude, Making it easier, Communication