**Kiveton Park Medical Practice**

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| **PPG** | **Title of Meeting**: | **Patient Participation Group**  |
| **Date** | **15th May 2024** |
| **Time** | **18:30** |
| **Venue:** | **Boardroom** |
| **Present:** | **Dorothy Bradley, Katrina Fletcher, Trisha Fretwell, Hilary Berry, Toby Morgan, Jayne Downes, Lyca Downing, Curtis Brownrigg, Marsha Raynes, Becky Clowes** |
| **Apologies:** | **Judith Singleton** |
| **Chairperson:** | **Dorothy Bradley** |

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| **1** | **Review of the previous year:****Speakers:**Over the past 12 months we have had the following speakers at the PPG:Tony Cowgill on Health and EqualitiesDr Ullah on Bowel CancerIsobel Melia on The Youth Clinic and PA role.The PPG were also going to to a newsletter and patient survey, these are still outstanding.**Complaints over 12 months:**8 complaints3 communications1 waiting time1 private work1 prescription 1 apt cancellation1 staff training closureAge:4@20-59 2@60+ 1@unde19 1 other2 upheld 3 part unheld 3 not upheld | Dorothy |
| **2** | **Appointment of new officers:****Chairperson:** Dorothy Bradley was reappointed to this role.**Deputy chairperson:** Hilary Berry was appointmented.**Secretary:** This role is still vacant, Marsha will email the members of the PPG to see if anyone is interested in taking on this role. | Dorothy |
| **3** | **Minutes from the AGM dated 15th March 2023:**The minutes of this meeting were approved. | Dorothy |
| **4** | **Patient survey:**Dorothy suggested having a working group to do this, Jayne agreed to be part of this with Dorothy. | Dorothy/Jayne |
| **4** | **Presentation:**Prediabetes and Diabetes by Lyca Downing and Curtis Brownrigg. | Lyca/Curtis |
| **4** | **News from the surgery:**Thank you for the donations for Teddy Kelly | Dorothy |
| **5** | **Any other business:**None to discuss. | Dorothy |
| **6** | **Next meeting:** 17th July 2024 | Dorothy |