



**Oakhill Medical Practice
Patient Participation Group Meeting
Tuesday 2nd September 2025 12:30pm**

PRESENT	
<u>Practice Representatives:</u> Practice Manager – Juliet Borrill Practice Administrator – Caroline Clarke-Mason SPLW – Beckie Gaines	<u>Patient Representatives:</u> Chair: Nick Welch Jan Dakin Judith Parker John Reedman
<u>Apologies:</u>	Next Meeting: agreed by all. Tuesday 10th February 2026

Minutes of Meeting

Opening and Welcome:

- 1) there were no apologies
- 2) We noted that Richard Sherlock has retired from the PPG, because of declining health.
We wish him well

Previous minutes:

- 3) The minutes from the last meeting had been circulated.
- 3a) JB said the CP markings will be repainted on November 11th.
- 3b) JB pointed out that Greg was Beckie's colleague. The minutes were amended accordingly.
- There were no other matters arising.

Current discussions:

- 4) NW raised the matter of re-branding the PPG as the Patient Liaison Group. JB pointed out that “PPG” is a nation-wide mandated name, so changing it would be well-nigh impossible. The Group thought that we could sub-strap the PPG with a line similar to “The Group that liaises with our GPs”. More on this at another meeting...
- 5) Beckie joined the Group to enlighten us about Social Prescribing. Her talk was indeed enlightening, and we were grateful for her time. Already she, and her colleague, Greg, are inundated, with lengthy waiting lists for referral. Social Prescribing is becoming an essential part of Primary Care, and Beckie, Greg and the PCN-wide team are here to help.
- 6) Patient Survey 2025. The Group agreed that “Flu Day” was an ideal day to go along and try to get surveys filled in. October 8th is F-Day! We will liaise the JB to go along during that afternoon. JR suggested the survey should be online and CC-M said she'd look at that. The Group will also try to recruit new members!!

minutes approved prior to publishing by: Practice / Nick Welch (PPG chair)



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- 7) Book Stall. NW explained that a little funding might help with the costs of running the PPG, and could be donated to the Practice to fund other necessary pieces of equipment... JB and CC-M said they could organise a table and honesty box pdq... Donations of books were promised by the Group.
It was proposed the Practice/PPG design a bookmark for each book, with one side advertising the PPG (who liaise with our GPs). JR and CC-M will look into this...
- 8) There is no doubt that access to a GP face-to-face appointment is mandatory. This discussion led on to concerns about this myriad of leaflets and posters in the Waiting room. JB proposed that the PPG took charge of 'managing the waiting room'. That was agreed and with a 1 in 4 rota and on a fortnightly basis the Group would 'sort something out'... NW will circulate a draft rota for volunteer attendees...
- 9) JR has already posted his U3A poster on our notice board. Other aspects of JR's suggestions have been delayed through other commitments. He says he hopes to have something concrete by the next meeting

Action Points:

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| ▪ CC-M to look at putting Patient Survey online. | Timeline: October ? |
| ▪ JB and CC-M to provide a Book Stall table | Timeline: asap - sorted |
| ▪ CC-M and JR to look in to designing a book-mark. | Timeline: asap (in progress) |
| ▪ NW to circulate a waiting room management rota. | Timeline: done |
| ▪ JR to develop the website as suggested. | Timeline: next meeting |

AOB:

- JB told us that Dr Birkenshaw is off on Maternity Leave. We wish her a safe delivery.
- There being no further business NW thanked the Practice for their hospitality and his colleagues for attending...

Agreed:

- ❖ **Next meeting Tuesday 10th February 2026 at 12:30pm**