

Minutes of the meeting of the Green Meadows (GM) Patient Participation Group (PPG) April 29, 2025

1. UPDATE ON ACTIONS FROM PREVIOUS MEETING

Minutes from previous meeting March 6, 2025, were agreed. Particular thanks to GM for the new PPG areas. We now have space to share information and host a Digital Newsletter promoted by a printed one page printed flyer.

Ongoing actions:

WV confirmed the PPG email account cannot send to the whole list at once, so emails to the virtual group are sent in batches of 50.

CW confirmed revised promotional material will be created and shared with version control.

ALL update previous posters and repost new version (social media groups, church halls , etc.)

CC suggested sharing with local pharmacy linked to the surgery and has kindly offered to share with David Pharmacy.

- Other local locations for the PPG to share the posters are: Care homes, Community Groups, neighbourhood groups, community notice boards.

ALL PPG please take on an action to share the new posters

Agreed the Aug/Sep Meeting will focus on feedback — key themes to discuss will be shared at the next meeting. Armed with this **ALL** PPG can start to gather feedback on these themes and be ready to share at this meeting.

Newsletter - Recommendation is to create the newsletter after the next meeting when we can promote the new Chair and Secretary and the upcoming 'Focus on Feedback' meeting. So we as a PPG can encourage patients to come along or share their feedback via the PPG email.

2 . NEWS FROM THE SURGERY

Dr Kainth updated on : new members of the team and the Green Meadows Website

New Team members

Green Meadows is currently hosting a Foundation Year 2 doctor, **Dr Seth Peiris**, who is working five days a week providing mostly face to face appointments but also some telephone consultations too. He will remain with GM until August 2025.

In addition a newly qualified GP, **Dr Yasmin Nunwa** will join the team on the May 19, 2025. Working two days a week providing more face to face appointments for patients

Andy Finally a new Advanced Nurse Practitioner (ANP), **Diana Marujo Henriques** joined on April 13, 2025, — she comes with a huge range of experience from A+E and is an independent prescriber. She will be working five days a week with face to face appointments

This update prompted some discussion with Dr Kainth about:

- **Lack of a Diabetes specialist at the practice.**

Dr Kainth confirmed Green Meadows have a very experienced pharmacist Krupa Patel with a special interest in Diabetes. She has been closely working with us since the end of November and

is an independent prescriber as well. She has been working hard to provide high quality Diabetic reviews to our patient cohort.

• **The feedback process for GM and how this data is gathered and disseminated.**

Dr Kainth confirmed there are a number of feedback gathering systems and Dr Bhamra has oversight along with VG - data will be shared to the PPG ahead of the 'Focus on Feedback' meetings

Green Meadows Website

The Green meadows website is being updated constantly. PPG minutes are being uploaded within the PPG section along with space made for a newsletter to go up when ready. There are also new updates with slides from our PPG talks which show useful data around appointment demand, patient feedback and changes made in the last two years around both CQC inspections.

Staff videos are also hosted here, so patients can meet wider team of allied healthcare clinicians and learn more around their training, roles and ways they support patients

3. AGREE NOMINATION AND LAUNCH OF PROCESS TO RECRUIT CHAIR AND SECRETARY

All agreed the following strategy:

- Create PPG and Secretary Role Description and personal qualities (see appendices)
- Email the whole PPG email group (200+) for self nomination (with a deadline for nominations)
- Self nomination process — email PPG with self nomination along with short summary to demonstrate how they suit the role
- Nominations will be shared with Core group to agree short list
- Shortlist candidates will be invited to the next meeting to share what they can offer — voting will take place and new posts welcomed.
- In the event where there are no nominations for roles the core group will agree who will take on the roles from within the core group.

4.AOB

No specific AOB however at the end of the meeting certain themes were raised and questions asked and group expressed need to work on these:

- Collaboration with other PPG in the local area
- Explore how to work with other key groups within the Frimley Health Care Trust and wider local NHS groups.

Agreed this will be progressed once the new Chair is in place.

5. DATE OF NEXT MEETING

Date of next meeting Thursday 12 June at 18:45

Useful links:

[Green Meadows Surgery](#)
[Patient information](#)
[Green Meadows PPG documents](#)
info@greenmeadowspg.org

APPENDIX 1

PPG CHAIR PERSON ROLE

The Chair manages meetings and is the main link between the patient group and the practice staff.

The Patient Chair should:

- Set the agenda of the meeting with practice staff.
- Ensure all PPG members have equal opportunity to contribute to the meeting.
- Ensure all agenda items are discussed in a timely manner.
- Ensure actions are recorded and steps are taken to implement them.

Personal skills and qualities

- Approachable and interested in all members' view
- Good leadership communication and interpersonal skills
- Diplomatic and sensitive to feelings of all PPG members, practice staff and members of the public
- Objective and fair
- Good meeting management skills including time keeping

PPG Secretary Role

The Secretary is responsible for supporting the chair and ensuring the group runs smoothly.

The Secretary should:

- Take notes at the meeting and circulate them.
- They should include all action points agreed at the meeting.
- The notes should be shared using the agreed method of communication for PPG members; e.g., over email or via post.