**Tuesday 23rd July 2024 @ 5.30 pm**

**Meeting Minutes**

**Attendees:**

Bruce Duncan - Chair (BD), Simon Galvin (SGalvin), Philippa Cannings – Practice Partner (PC), James Griffen – PCN (JG), Pam Winter-Goodwin (PW-G), Sue Greenwood (Sgreenwood), Peter Zimmerman (PZ), Jenny Gibbs (JG), Irene Miller (IM), Clare Taylor (CT), Tony Bishop (TB), Bruce Lemonde (BL), John Yandle (JY), Tom Murray (TM), John Mitchell (JM), Richard Green (RG)

Part time – Dr. Chris Minton – Apples GP, Gill Foot - ICB

Apologies: Jon Andrews, Jill Warburton, Peter Neal, Alistair Egdcumbe, Di Hart

1. **Introductions**
2. **Last meeting Minutes (see below)**
* Agreed
1. **Practice update – PC and Doctor present.**
* Patient nos. 5524
* APG informed of appointment of GPIP (General Practice Improvement Plan) to evaluate practice performance and improvement opportunities for both staff and patients. Start planned for August and assessment continues for 4 months.
* Due to increased demand/provision of blood tests, a staff member is receiving training as an additional phlebotomist.
* Dr. Minton explained the increasing role of social prescribing and the need for increased awareness of this important and growing area of medical provision.
* DNA (did not attend) data being collected. To be reported at next meeting.
* Blood Pressure test in Apples Waiting Room – instructions to be improved, and FAQ cribsheet to be devised for staff. **(JG)**
1. **Health events and talks – NHS Tutorial and update from James Griffin**
* Digital learning talks being held at Sherborne Library in conjunction with Age UK. Soft launch in August for up to 15 people (by invitation), every two weeks. To be publicised by leaflet and direct phone calls.
* Specific Apples programme to be developed post evaluation of PCN/ Age UK events. ·
* Date for Late Apples NHS Tutorials October/early November 2024 tba
1. **Members Links and Reports**

1. **Yeatman Hospital (PN)**
* see Peter Neal report
1. **NHS/ICB Dorset liaison (PZ)**
* Regular contact and relationship established although filtering info a challenge!
1. **Patient needs and survey (PC/JG/SG)**
* PC to contact GPIP re q’aire template, if any, for fieldwork mid-September/mid-October. September/mid-October, Clare to help lead the survey in September when BD is away and SG also.
1. **Digitally Excluded patients (JG)**
* JM and CT agreed to contact DE patients aged 75+ by phone to assess demand for upcoming RSV vaccinations. PC to arrange suitable clearances.
1. **Secretary/admin support for the Apples APG (BD/SG/CT)**
* Ongoing
1. **PPG Info leaflet**
* Agreed
1. **Project Nudge (SG)**
* Ongoing Aug thru November
1. **Web site update (PC/JG)**
* Ongoing
1. **AOB and date of next meeting**

**October 15 2024 at 1730hrs**