

Woodlands Family Medical Centre
Notes of a meeting of WPPG held on Tuesday Oct 24th 2023

Present:

Doug (DL) – Chair
S. Leonard (SL) – Practice Manager
M. Marshall (MM) - Deputy Practice Manager.
Stella (SM), Elizabeth (EB), and Naseem (NA)

Apologies:

Mike (MR), Caron (CN) Ian (IK)

Absent:

Shirley (SE) – Deputy Chair, Ann (AB), Dr Garg (DG) – GP and B. Brackenbury (BB) - Deputy Practice Manager

Minutes of the last meeting:

All agreed that the minutes were a true record and that there were no matters arising.

Updates of outstanding Action points:

- **AP170** – DL to compile a draft survey questionnaire - **Closed**

Planned Business:

- Validate the constitution – All those present agreed that the constitution was still ‘fit for purpose’
- Elect officers – Due the lack of members this was deferred until the next meeting. AP 178 DL to email members to inform everyone to supply nominations and or ask for volunteer(s).
- Finalise the survey questions / questionnaire (see AP170) – All those in attendance agreed that the survey was ready to ‘go’.
- Confirm the dates and duration of the survey - It was agreed that this survey would be for a week, starting November 20th
AP 179 DL to email members to obtain their availability in order to compile a rota. The finalised rota would be circulated ASAP in order to give members as much notice as possible.
- Confirm rota for the survey and distribute ASAP – AP 180 DL

Practice Accommodation / Information:

- We have 3 GP Registrars August 23 – Feb 24 and they are:-
Dr Kattey Kattey
Dr Syed Naseem
Dr Mustafa Al-Gburi
- We have 1 FT (placement from Hospital Aug 23 – Dec 23 and that is:-
Dr Flora Chan

Meeting closed at 14:20
The next meeting will be held on Monday 11th Dec 2023 at 1.30pm

These are abridged minutes, if you're interested in knowing more about any of the above please ask at the reception, leave your contact details, and a member of WPPG will get in touch.