Friends of the Ridgeway Surgery
PPG meeting minutes
Tuesday 29th September 2026 at 6:30pm

Present:
Lisa Rosewarne
Cicely Thomas
Karen Evans
Ian Campbell
Anne Wakefield
Naomi Joy Powell
June Smith
Karen Jones

Apologies:
David Jones

Minutes taken by: Ashleigh Dodd

1. Welcome and Previous Minutes

- Previous minutes reviewed and accepted.
- No significant amendments raised.

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2. Flu and COVID Vaccination Programme

- Flu and COVID clinics are underway.
- Large vaccination clinic scheduled for Saturday 3 October.
- Additional large clinic scheduled for Saturday 24 October.
- Volunteers will assist with:
  - Crowd control
  - Patient direction
  - Distribution of leaflets

Action: Volunteers to support clinics and distribute promotional material.

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3. Pharmacy and Medication Awareness Campaign

Lisa outlined a PCN project focused on:
Medication Stockpiling

- Encourage patients to order only medications they require.
- Reduce wastage from unnecessary repeat prescriptions.

Antibiotic Awareness

- Promote understanding that antibiotics are not appropriate for viral infections.
- Educate patients regarding side effects and responsible use.

Actions:

- Lisa to prepare awareness leaflets.
- Leaflets to be distributed during flu clinics.
- Lisa to email details for inclusion on the next PCN agenda.

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4. Fundraising Event

Discussion held regarding future fundraising activities and potential beneficiaries.

Agreed:

- Fundraising Event Date: Friday 27 November
- Format:
  - Tea and coffee morning
  - Cakes and refreshments
- Surgery staff to decide the beneficiary charity.

Actions:

- Lisa to seek staff suggestions during the staff meeting.
- Fundraising details to be promoted through newsletters and surgery communications.
- Chair to update external charity contacts regarding fundraising plans.

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5. Speakers Programme

Potential future speakers discussed:

- Autism Awareness
- Stroke Awareness
- Deaf Community Services
- Arthritis Support
- Myasthenia Gravis Awareness
- Motor Neurone Disease (MND)

Actions

- Chair to contact Dudley Stroke Association.
- Group members to investigate speakers from the deaf community.
- Chair to obtain information regarding arthritis webinar programmes from Helen Codd.
- Jayne Ford may be able to recommend additional speakers through her contacts.

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6. Health on the Shelf Event

- Public health event at Merry Hill discussed.
- Members agreed it would be worthwhile attending.
- Opportunity to network with Healthwatch, CVS and other organisations.

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7. NEETS Project Update

Update provided regarding support for young people who are:

N.E.E.T.

- Not in Education, Employment, Training

Discussion included:

- Potential engagement through schools.
- Working with young people at risk of becoming disengaged.
- Possible event at Merry Hill during February half-term.
- Need for inspirational speakers and local employer support.

Action: Chair to continue discussions with schools, PCN leaders and partners regarding project development.

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8. Newsletter

- Proposal agreed to combine PPG and PCN newsletter content.
- Newsletter will continue to promote:
  - Vaccination campaigns
  - Pharmacy initiatives
  - Fundraising events
  - Health awareness activities

Action: Members to send content ideas to Ian for publication.

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9. Meeting Dates Agreed

PCN Meetings at 1:30pm Northway

- 19 January
- 6 April
- 20 July
- 19 October
- 11 January 2028

PPG Meetings – The Ridgeway 6:30pm

- 2 February
- 13 April
- 1 June
- 3 August
- 28 September (replacing 5 October)
- 7 December

Action: Lisa to circulate and confirm dates with attendees.

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10. Surgery Report (Lisa)

Vaccination Programme

- Flu and COVID invitation texts issued.
- Vaccination clinics fully operational.

Staffing

- Trainee doctors progressing well.
- Nurse Beth to commence maternity leave in November.
- Mandy will join the nursing team to provide additional cover.
- Pam continues settling into the Practice Manager role.

Overall report indicated the surgery is running smoothly with staffing arrangements in place.

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11. Any Other Business

Reception Door Noise

Concerns raised regarding:

- Reception area door closing loudly.
- Impact on conversations and patient experience.

Action: Inspect and adjust the door closure mechanism.

Awareness Raising

Discussion held regarding:

- Myasthenia Gravis awareness.
- MND awareness.
- ME and MS understanding.
- Value of patient education and future speaker sessions.
  To be reconsidered for the 2027 speaker programme.

Meeting Closed
The Chair thanked all attendees for their contributions and support.