



**ST STEPHEN'S GATE MEDICAL PARTNERSHIP
PATIENT PARTICIPATION GROUP MEETING
Monday 2nd February 2026, 4:30pm – 6pm
Held at St Stephen's Gate Board Room
MINUTES**

Present:

Anna McMillan (Minutes)
Dr Melissa Korn
James Foster
Elizabeth Groves

Christopher Preston
Mark Dunn

1. Welcome and apologies

Welcomed James Foster (Executive Manager and Partner) to the PPG meeting.

2. New chair

There are three key roles that need filling in the PPG; chair, books/collecting donations and the PPG newsletter.

Roles will be discussed in the next meeting in case any new members join who would like to take on a role.

3. Volunteer for the books/collecting of money

Chris Preston has taken on the role of books/collecting donations.

There are currently £882.06 available funds.

James advised that a cleaner at the surgery died in service. The practice is planting a tree and creating a plaque in her memory in the garden at Newmarket Road Surgery. May ask for funds towards this.

4. PPG newsletter

Will agree details in March meeting.

Ideas already for the newsletter are; 27th April 2026 Covid clinic, primary care update, SSG health pod area, system of usual GP.

Usual GP is a system to ensure continuity. The practice feels it has been successful with approximately 60-65% of patients seeing their usual GP for routine appointments. The advantage is a better relationship between patient and GP, and the GP can follow the patient through their healthcare pathway.

5. Attendance from practice – Clinical and non-clinical

James Foster and Dr Mel Korn will both be attending PPG meetings moving forward so that the meetings include both clinical and non-clinical staff.

6. New members

Discussed sending a detailed email to potential new PPG members explaining in detail what the PPG involves.

Elizabeth happy to meet any new members at 4:15pm prior to meetings to answer any questions.

7. AOB

- Corkill award – Will look at the report for the winners of the award as could look to use their survey.
- NAPP – NAPP resources are closing down. Mark has downloaded some documents if needed.

8. Next meeting date

Monday 23rd March 2026, 4:30pm – 6pm at St Stephen's Gate Medical Practice.

QR Code for Newsletters

