

Patient Participation Group (PPG) Meeting Minutes

Date: 12 August 2025

Time: 6:00–7:00 PM

Location: Microsoft Teams

Attendees:

- Dr Nikolai Suchit – GP Partner, The Range Medical Centre
- Daanyaal Anwar – Deputy Operations Manager, The Range Medical Centre
- Sarah Mulligan – PPG Member
- Gillian Hinds – PPG Member

1. Welcome & Introductions

- New attendees introduced themselves and shared background.
- Recap given for Gillian on the purpose of the PPG and last meeting's discussions.
- Reminder: Meetings will take place on the **second Tuesday of each month, 6–7 PM.**

2. Park Run / Park Walk Event

- **Date:** Saturday 6 September 2025.
- **Location:** Alexandra Park, meet 8:45 AM at Bembe Café (event starts 9:00 AM).
- Event to be inclusive – both walking and running encouraged.
- Goal: Engage patients, promote health, strengthen community links, and recruit more PPG members.
- **Mile Shy Club** to be invited; founder Jane Dennison supportive and willing to attend.
- Promotion plan:
 - Text message to all patients (2 weeks and 1 week before event).
 - Facebook and social media posts with visuals.

3. Branding & Visibility

- High-vis vests/T-shirts with Range Medical Centre PPG branding to be sourced.
- Colour to match practice logo (turquoise/blue).
- Sarah to obtain quotes and design mock-ups once logo received.
- Vests to be worn by PPG members for visibility at events.

4. PPG Member Communication

- Proposal to set up a **WhatsApp group** for easier communication.
- Confidentiality agreements required before sharing contact details.
- Daanyaal to chase outstanding agreements via phone and email; verbal consent acceptable if documented.

5. Engagement & Inclusivity

- Suggestion: Arrange a pre-event coffee morning to help anxious or first-time participants feel welcome.
- Consider noticeboard in reception with PPG member photos and bios to increase familiarity.
- Long-term aim: Use events to recruit more members, then expand activities (walking club, book club, etc.).

6. Other Business

- Agreement to support event logistics (e.g., water bottles).
- Gillian and Sarah emphasised the value of making activities inclusive and welcoming to all age groups.
- Founding members acknowledged as key to shaping the group's future.

Action Log

Action	Responsible	Deadline
Finalise and circulate event promotion text message for Park Run	Daanyaal	By 18 Aug 2025
Send patient text invitations (2 weeks & 1 week prior to event)	Practice (Daanyaal)	22 Aug & 29 Aug 2025
Create Facebook/social media post for event	Daanyaal	22 Aug 2025
Contact Mile Shy Club for updated promotional materials & confirm attendance	Sarah	15 Aug 2025
Share updated Mile Shy leaflet with practice	Sarah	15 Aug 2025



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Obtain quotes & mock-ups for high-vis vests/T-shirts	Sarah	22 Aug 2025
Send practice logo file to Sarah	Daanyaal	14 Aug 2025
Chase outstanding confidentiality agreements	Daanyaal	20 Aug 2025
Set up PPG WhatsApp group once consents obtained	Daanyaal	22 Aug 2025
Explore option for pre-event coffee meet-up	Gillian	20 Aug 2025
Design noticeboard concept for PPG member profiles in reception	Sarah & Gillian	10 Sept 2025
Arrange water bottles for event day	Practice (Daanyaal & Nikolai)	6 Sept 2025