**June 2016 meeting**

* The group was provided with feedback from PPG awareness week when group members had spent time in the waiting room talking to patients, explaining the appointment system and the different options available.
* Fundraising ideas were discussed.
* DNA policy reviewed
* A bid for funding was discussed.

**April 2016 meeting**

* The group discussed how to improve the number of responses the practice receives from the Friends & Family Test.
* DNA policy was reviewed and improvements made.
* General Practice funding was discussed.
* Articles for the PPG Newsletter were reviewed**.**

 **January 2016 meeting**

* Friends & Family Test comment cards were reviewed by the group & comments to be displayed on PPG noticeboard were agreed.
* DNA policy reviewed.
* Spring PPG Newsletter was reviewed by the whole group
* PPG members agreed to Pilot accessing their medical records online.