

Meeting name	Sydney Children's Hospital Network (SCHN) Board
Date	Thursday 21 May, 2020
Time(s)	8:30 – 10:00am – SCHN Board Meeting
Location	<b>Zoom meeting</b>
Membership	<b>SCHN Board members</b> Ms Elizabeth Crouch AM (Chair), Mr David Nott (Deputy Chair), Professor Donna Waters, Professor Louise Baur AM, Dr Abby Bloom, Mr Jack Ford, Ms Jane Freudenstein, Dr Elizabeth McEntyre, Mr Bruce MacDiarmid, Professor Kim Oates AM, Mr Jeremy Wright, Professor Les White AM  <b>Ex officio invitees</b> Adjunct Associate Prof Cheryl McCullagh, Interim Chief Executive, Dr Kathryn Carmo (MSC CHW Chair), Dr Michael Solomon (MSC SCH Chair), Dr Mary McCaskill (Executive Medical Director, SCHN), Mr Colin Murray (Director of Finance and Corporate Services, SCHN), Dr Matthew O'Meara (NSW Chief Paediatrician).  <b>In attendance</b> Dr Joanne Ging (A/Director Clinical Operations) Ms Emma Cuell, Executive Projects Ms Julia Millen, Executive Assistant to Chief Executive (Board Secretariat)
Secretariat:	Ms Julia Millen, Executive Assistant to Chief Executive Phone: (02) 9845 3327

Item	Description	Responsibility	Page No.	Time (mins)	Action required
<b>1.0</b>	<b>In Camera Session</b>	<b>Chair</b>	-	30 min	Noting
<b>2.0</b>	<b>Administrative matters</b>			5min	
2.1	Acknowledgement of Country	Chair	-		Noting
	Mr Jack Ford acknowledged the traditional owners of the land on which we meet, leaders past, present and emerging. Mr Ford acknowledged the various lands on which members were meetings today including the Burrumatagal, Bidjigal, Gadigal, Dharug, Worimi, Kuring-gai and Cammeragal.				
2.2	Attendance and Apologies	Chair	-		
	Present (SCHN Board members): Ms Elizabeth Crouch AM (Chair), Mr David Nott (Deputy Chair), Professor Donna Waters, Professor Louise Baur AM, Dr Abby Bloom, Mr Jack Ford, Ms Jane Freudenstein, Dr Elizabeth McEntyre, Mr Bruce MacDiarmid, Professor Kim Oates AM, Mr Jeremy Wright, and Professor Les White AM.				
	Present (Ex officio invitees): Adjunct Associate Prof Cheryl McCullagh (Interim Chief Executive), Dr Kathryn Carmo (MSC CHW Chair), Dr Michael Solomon (MSC SCH Chair), Dr Mary McCaskill (Executive Medical Director, SCHN), Mr Colin Murray (Director of Finance and Corporate Services, SCHN), Dr Matthew O'Meara (NSW Chief Paediatrician); (Attendees): Dr Joanne Ging (A/Director Clinical Operations), Prof Chris Cowell (Director of Research).				
	Apologies: Nil.				
2.3	Declaration of Conflicts of Interest	Chair	-		Declaration
	Nil				
2.4	Review of Minutes of meetings held:	Chair	-		Approval
	- 7 May 2020 The minutes were accepted as a true record of the meeting.				

### Matters for decision

<b>3.0</b>	<b>Board Charter</b>			15 min	Decision
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The Chair noted the Sydney Children's Hospitals Network (SCHN) Office of the Chief Executive (OCE) is reviewing corporate governance matters. As part of this review, the preparation of the Charter provides a governance framework for the SCHN Board, its functions, composition, structure, and roles of Board and Committee members.

Members commented on the document, noting the Aboriginal Health Strategic Committee, and Family and Consumer Advisory Council might be included in the remit of the Charter. Further, an overview of Board member participation with sub committees, and various commitments as they relate to their board and committee roles might be included.

The Board members approved the Board Charter.

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The Assistant Director OCE advised a review of Board sub-committee terms of reference documents to ensure alignment with the approved Board Charter, commenting the terms will be reviewed annually and included in the Board planning calendar.

*Decision: The Board members approved the Board Charter.*

<b>4.0</b>	<b>Board Nominations and People Committee – Terms of Reference</b>			10 min	Decision
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The Chair Nominations and People Committee commented the Committee's draft Terms of Reference (ToR) reflects three major priorities: 1. Chief Executive recruitment, 2. Board self assessment and renewal, and 3. A network wide workforce and culture program. The Committee Chair noted development of the ToR included review of similar Committees in other organisations, two corporate and two Local Health District examples. The Committee Chair also provided the Board Skills Self-Assessment template for feedback. The Terms of Reference have been considered by the Committee and approved for Board consideration and approval.

Members commented the terms might be reviewed and renewable every two years, and board terms might be open ended where members may not be able to engage for 4-5 year terms. Members commented on the self-assessment template and will provide further feedback to the Committee Chair.

The board approved the nominations and people committee terms of reference.

*Decision: The Board members approved the Nominations and People Committee terms of reference.*

The Committee Chair also noted the draft minutes from the NPC meeting held on 14 May 2020 at item 9.3, provided for information.

<b>5.0</b>	<b>Westmead Health Core Structure Plan and Redevelopment Update</b>			15 min	Decision
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The Chief Executive (CE) commented on the master planning process, noting the structure plan creates the roadmap for future planning of funded buildings over time. The Westmead Health Core Structure Plan review was initiated through the current planning for the new Children's Hospital at Westmead clinical Services Building and subsequent need for relocation of the car park. Planning has involved workshops with precinct partners, Health Infrastructure and architects, and has reached an outcome that is consistent with previous master plans. The CE presented an overview of the structure plan that enables the Westmead Health Precinct to take a leadership role in shaping the future of the campus and inform whole of Government planning for Westmead and surrounding areas.

The CE commented on SCHN implications regarding sale of Cumberland West (and potentially part of CHW held land) and consolidation of the Western Sydney Local Health District acute Mental Health (MH) building immediately rear of Central Acute Services Building (CASB). This location may

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provide concerns for SCHN, and should be caveated in our response indicating SCHN would like to understand security, proximity and orientation of the proposed MH site, as well as reinvestment needs to achieve the movement of Hawkesbury rd.

The Committee Chair noted the Capital Works Committee met on Friday, 15 May 2020 to discuss the structure plan. The Committee endorsed the plan for presentation to the Board for review and decision. The Committee Chair recommend the SCHN Board provide the endorsement.

The Board members agreed to endorse the plan.

The Committee Chair concluded this item noting the opening of CASB is not likely to occur this calendar year, with the meetings of the SCHN & WSLHD Joint redevelopment committee suspended during COVID-19 crisis; further the Ministry of Health has advised submission of the annual Asset Strategic Plan is not required for 2020.

*Decision: The Board members approved the Westmead Health Core Structure Plan.*

#### Matters for discussion

<b>6.0</b>	<b>COVID-19 Update</b>			20 min	Noting
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Members noted the report on the SCHN Emergency Operations Centre activity. The Director Clinical Governance and Medical Administration discussed the work progressed to develop the COVID-19 Risk Profile, commenting on its alignment to the SCHN emergency response matrix and levels of response, and aim to prepare mitigation strategies for each of the risks identified.

<b>7.0</b>	<b>NSW Health – Board Report for SCHN</b>			10 min	Noting
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The NSW Health Report for the SCHN Board was noted. The CE commented the Ministry's report is provided for the period October to December 2019 and is a high level analysis of selected KPIs. SCHN considers this report to be in development and contains a mix of new and old data.

Members commented the Quality and Safety Committee might take a close review of components relating to their remit.

<b>8.0</b>	<b>Kids Precinct</b>			10 min	Noting
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The CE provided a verbal update on a current initiative initially called Kidspark Westmead. The CE commented on the North West master planning at Randwick which has solidified where buildings would be sited, progress, and integration with research and education for the SCH site. A similar piece of work is in the final stages at Westmead, considering where research, education and health precincts cross over on the CHW part of the campus. Meetings are underway with the Ministry of Health and NSW Treasury to review the combination of owners and tenants within the buildings that would become the front door to future clinical services building. The CE will provide further updates as this initiative progresses.

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### Matters for Noting

<b>9.0</b>	<b>Board Committee Minutes</b>			-	Noting
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The following provided reports were noted as read:

- 9.1 Capital Works Committee (Draft)
- 9.2 Medical and Dental Appointments Advisory
- 9.3 Nominations and People Committee (Draft).

### 10.0 Any Other Business

This CE commented on the success of International Nurses Day activities at Sydney Children's Hospital and Children's Hospital at Westmead, commending the Director of Nursing & Midwifery and her team for their efforts to promote and celebrate this event.

The CE also noted the Network is progressing work on how to manage the new normal arising post COVID-19 emergency operations mode. Many teams in the organisation are focused on activities that support the "new normal" of how we operate eg calibrating clinics and rooms; capturing expenses and reconciling finance for COVID related activities, etc.

Finally, the executive is working with the Sydney Children's Hospitals Foundation on capital campaigns for this year.

### 11.0 Next meeting

The next meeting will be scheduled 8:30 – 11:30am on Thursday 4 June 2020.

There being no further business, the meeting closed at 10:20am.