

Meeting name	Sydney Children's Hospital Network Board
Date	Thursday 23 April, 2020
Time(s)	9:00 – 10:23am – 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 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> 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>Administrative matters</b>			<b>5mins</b>	
1.1	Acknowledgement of Country	Chair	-		Noting
	The Chair will invite members to deliver the acknowledgement of country for each Board meeting. Ms Abby Bloom was invited to provide the acknowledgement at the next Board meeting.				
1.2	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, Professor Les White AM				
	Present (Ex officio invitees): Adjunct Associate Prof Cheryl McCullagh (Interim Chief Executive), Dr Kathryn Carmo (MSC CHW 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).				
	Apologies				
	Dr Michael Solomon (MSC SCH Chair)				
1.3	Declaration of Conflicts of Interest	Chair	-		Declaration
	Nil				
1.4	Review of Minutes of meetings held:	Chair	-		Approval
	- 1 April 2020 The minutes were accepted.				
1.5	Matters Arising from Previous Meeting				Noting
	- Review of Action Table	Chair / CE			
	<i>ACTION: The Chair and Chief Executive will review and provide an updated actions list for members to review.</i>				

## Matters for discussion

### 2.0 COVID-19 update

The Chief Executive commended the executive and senior management teams for their resourceful and effective management of the virtual EOC, noting the EOC controller has been leading and guiding teams and executive team members are rotating through EOC controller role.

The CE discussed NSW Health's directive to re-commence elective surgeries. The DCO and EOC are reviewing appropriate surgeries that can be undertaken at this time, focussing on care for patients and staff while accommodating necessary isolation practices. The CE noted the EOC and research teams are reviewing global COVID-19 paediatric experience, and evidence so far indicates children are low transmitters and have good recovery from COVID19. SCHN has commenced staff flu vaccinations through mobile clinics rotating through wards, and flu vaccination clinics for vulnerable patients and their families will be managed at venues secured offsite for this purpose.

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EOC has asked staff to identify activities that should continue after COVID-19 EOC mode has finished. EOC is documenting key learnings from our COVID-19 response and the executive will share findings with Board members at a future date, for a discussion on what we did well, how we can do better, and what we could, and will, do differently in the future.

The Chair MSC CHW acknowledged the daily COVID-19 updates from the executive, wellbeing emails from Workforce, and CPDs, noting the executive is communicating well with staff.

The CE commented on the risks listed in the report, noting the Network has mitigations in place. The only risk we cannot control directly is the PPE supply, which is being managed logistically by NSW Health. The Network continues to work on consistency of PPE usage, and is producing a PPE predictor that requires staff to advise what they are using regularly so we can predict our future requirements. The current pandemic illustrates the importance of having the CASB facility available for the winter season next year.

*Action: The Deputy Chair noted the recent shutdown of a Tasmanian hospital due to COVID-19, and requested further information on the Network's risk mitigation that precludes partial or full shutdown of a facility. The EOC controller advised we can provide an update for the next Board meeting.*

### 3.0 Quality and Safety Report

The provided report was noted. The Committee Chair commented on Policy, Procedure and Guideline reviews, noting the Committee's discussion on decreasing the target of 85% of policies due for review are completed within review timeframe. The Quality and Safety Committee has agreed to review the relevant risk rating for policies ongoing and ensure high risk policies are considered within their respective review timeframe. The report also shared a snapshot on patient and family engagement highlighting feedback and complaints received through October to December 2019.

#### Matters for noting

### 4.0 Workplace Health and Safety Update

The provided report was noted. The Chair requested further information on the reported employee relations matters around bullying and harassment, to be included in the WHS report in May 2020.

*ACTION: The Director of Workforce will provide further detail on employee relations matters in the workforce update for the 21 May 2020 Board meeting*

### 5.0 Research Update

The provided report was noted. The report provides a good summary on the range of work the Network is participating in, including collaborations nationally and internationally. The CE noted the Research teams' development of a translational health model, looking at our future healthcare being a different ecosystem of research and evidence based led care and changes to treatment in a model that is more fully integrated with health service. The CE also noted the risk for research funding as many of our research activities are supported from SCHF donations.

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### 6.0 Capital Works Update

The provided report was noted. The Capital Works Committee Chair commented the Committee last met on 18 March 2020 and activities have since stalled, and pending COVID-19 conclusion, the activities of the SCHN & WSLHD Joint Redevelopment Committee have been suspended. The Committee Chair is keen to reignite the Capital Works Committee and their oversight of capital works planning and construction processes for the information of the Board.

The Board Chair commented on the diversion of effort to COVID, the need to make progress on sub-committee agendas and also support the executive teams while we respond to the pressures of COVID-19.

### 7.0 Any Other Business

Members discussed the Sydney Children's Hospitals Foundation Gold Telethon, its revised format, and single beneficiary. Members noted the current proposed two hour format is a negotiated position with Channel 9, and commented on risks in terms of loss of revenue and philanthropy for the Network due to the abridged format. Members also commented on previous discussions with the Foundation that inferred the gold telethon would become a network event in the medium term, to benefit SCH and CHW as Channel 9 reaches all geographical areas of Sydney and has the scope to include both hospitals.

The Chair will continue to meet with the Foundation regularly and keep the board informed on progress.

### 8.0 Next meeting

Board members discussed and agreed to lengthen the fortnightly board meetings to 1.5 hours. The next meeting will be scheduled 8:30 – 10:00am on Thursday 7 May 2020.

There being no further business, the meeting closed at 10:23am.