

The Sydney Children's Hospitals Network (Randwick & Westmead)	
Date	Wednesday, 5 August 2015
Time	8.30am – 11.00am
Location	Meeting Rooms A & B, Executive Office, Prince of Wales Hospital
Membership	<p>SCHN Board members Professor Christine Bennett AO (Chair) Mr Richard Alcock (Deputy Chair) Professor Louise Baur AM Dr Abby Bloom Ms Joanna Capon OAM Mr Jack Ford Professor Adam Jaffe Ms Renata Kaldor AO Mr David Nott Emeritus Professor Kim Oates AM Dr Robyn Shields AM Associate Professor Donna Waters Mr Jeremy Wright</p> <p>Ex officio invitees Dr Michael Brydon (Acting Chief Executive, SCHN) Dr Christopher Webber (MSC – SCH representative) Dr Ralph Cohen (MSC – CHW representative) Professor Les White AM (NSW Health Chief Paediatrician) Dr Mary McCaskill (Executive Medical Director, SCHN) Mr Brian Jackson (Director Finance and Corporate Services, SCHN)</p> <p>Attendees Ms Maryanne Lynch (Manager Executive Services, SCHN Board Secretariat)</p>
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TRIM Ref: SCHN15/x

Minutes
Sydney Children's Hospitals Network Board Meeting
5 August 2015

ITEM	By Exception *	DESCRIPTION	RESPONSIBILITY	PAGE NO.	TIME	ACTION REQUIRED
1		Administrative Matters			5 min	For noting
		1.1 Welcome and Attendance	Chair	-		
		<p>1.1 Welcome and Attendance Chair</p> <p>Attendance: Professor Christine Bennett, Mrs Renata Kaldor (excused from meeting at 8.40am), Mr David Nott, Professor Louise Baur, Professor Adam Jaffe, Dr Abby Bloom, Professor Donna Waters, Emeritus Professor Kim Oates, Mr Jeremy Wright and Mr Jack Ford.</p> <p>Ex-Officio Invitees: Dr Michael Brydon (Acting Chief Executive), Dr Christopher Webber (MSC Representative, SCH), Professor Ralph Cohen (MSC Representative, CHW), Dr Mary McCaskill (Executive Medical Director SCHN), Mr Brian Jackson (Director Finance and Corporate Services SCHN)</p> <p>Dr Michael Brydon welcomed the members, opening the meeting at 8.30am on behalf of Professor Bennett who will be joining the meeting later this morning.</p> <p>Mrs Kaldor was excused from the meeting to attend the Golden Jubilee of Transplantation celebrations.</p>				
		1.2 Apologies	Chair	-		
		Mr Richard Alcock, Mrs Joanna Capon, Professor Ralph Cohen and Dr Robyn Shields.				
		1.3 Declaration of Conflicts of Interest	Chair	-		
		No conflicts of interest were declared				
2		Minutes and Action Items				
		2.1 Review of Minutes of meeting held 3 June 2015	Chair		5 min	For approval
		The minutes of the meeting held 3 June were APPROVED.				
		2.2 Matters Arising from Previous Meeting			10 min	For noting
		2.2.1 Review of Action Table	Chair			
		The items listed within the Action Table were NOTED. Specific attention was drawn to the following:				

			<p>Bright Alliance update – Dr Brydon provided an update on the leasing arrangements which are subject to ongoing discussion.</p> <p>Co-badging briefing pertaining to the Refugee Children policy and position statement has been issued.</p> <p>Strategic Plan on Quality and Safety has been endorsed with the view to progress same.</p> <p>RMHC Telethon – further discussions with media outlet ongoing.</p>
3		Strategic Priority in Focus – Infrastructure and Technology	
		3.1	Clinical Planning process – Westmead Precinct
		3.1.1 – Westmead Precinct – Central Option presentation	Acting Chief Executive
			<p>Dr Brydon presented a slideshow and ‘fly-throughs’ depicting street (external) view, internal view and 3D view of the proposed look of the precinct to the Board. Of note is the traffic flow and parking for staff, internal transport options as well as public transport options including light rail. The flagship components, all facing Hawkesbury Road providing excellent frontage for the public.</p> <p>Dr Brydon referred to building 9 (the Rainbow Wing), providing opportunity to make a footprint going forward with the redevelopment of the precinct.</p> <p>The Master Planning process ideas have not changed.</p> <p>General discussion from members ensued with the concepts being well received and to note that a focus on good governance, with partnerships to be developed and maintained a key part of success.</p> <p>Further discussions with key stakeholders going forward was NOTED.</p> <p><i>Mrs Kaldor joined the meeting at 9.30</i></p>
		3.1.2 – SCHN Board Capital Works subcommittee report	Chair
			<p>Dr Brydon referred to the briefing note for consideration of the Board. The committee’s remit includes the work at Randwick with consideration to be given to the work at Campbelltown to enhance paediatrics. This should be linked closely with SCHN tertiary services. Discussions continue with the executive at Campbelltown.</p> <p>Discussions with NETS regarding helipad were also noted.</p> <p>The Board NOTED and SUPPORTED the approach</p>
		3.1.3 – Particle Therapy and Research Unit – update	Acting Chief Executive
			<p>Dr Brydon referred to the briefing circulated in the business papers for consideration. The progress towards this was noted with further work to be undertaking.</p> <p>The Board NOTED this briefing.</p>
		3.1.4 – Innovation Hub – Office Research Grant	Acting Chief Executive

			Dr Brydon referred to the briefing circulated in the business papers noting the strong partnership with tertiary education providers and funding.
		3.1.5 – NETS negotiations	Acting Chief Executive
			Dr Brydon referred to recent discussions between SCHN and NETS as noted under item 3.1.2.
		3.1.6 – Joint SCHN & WSLHD Board meeting	Acting Chief Executive
			Dr Brydon referred to the joint meeting, which occurred on 22 July at the Westmead campus, noting the establishment of the subcommittee to represent SCHN with the aim to meet monthly separately and then jointly every second month. Professor Bennett, Dr Bloom, Mr Alcock, Dr McCaskill, Professor Baur and Dr Brydon with Professor Cohen representing the CHW discussions and Dr Webber representing SCH discussions. Joint board relationships for the Randwick site were discussed with the view to approach this with the same format for the Westmead discussions.
4	Matters for Decision		
	4.1	Corporate Governance Attestation Statement – 2014/15	
		The Corporate Governance Attestation Statement was tabled for sign off by Professor Bennett and Dr Brydon, subject to agreement that the SCHN had fully discharged its responsibilities over the past year. The Board AGREED that this had occurred. The Attestation Statement was duly signed by both Professor Bennett and Dr Brydon. Mr Jackson referred to interim certification; Auditors are currently working through this; with view to sign off at September Board meeting.	
	4.2	2015/16 Service Level Agreement	
		Dr Brydon referred to the 2015/16 Service Level Agreement between SCHN and NSW Health which requires Board support before acceptance and return from the Secretary of Health. The Board SUPPORTED the acceptance and return of the Agreement. The briefing circulated with the business papers explaining key elements of the Agreement were commended for their comprehensive explanations, General discussion around the timing of the Agreement and key aspects of this occurred.	
5	Matters for Discussion		
	5.1	Patient Story - video	
		Dr Brydon referred the members to a video presentation of the mother of a mental health patient who received care at The Children’s Hospital at Westmead. This video expressed the family’s experience, suggested improvements and appreciation for the care provided to the patient. The Board NOTED this with general discussion around the key areas raised by the consumer	

		5.2	Integrated Care Planning Update - presentation				
		<p>Ms Lisa Altman and Ms Sara Burrett were welcomed to the meeting to present an update on Integrated Care Planning.</p> <p>Ms Altman referred to the background briefing as included in the business papers. The presentation provided the patient story of 11 year old Matthew and the multiple services encountered during Matthew's patient journey.</p> <p>Key highlights were around:</p> <ul style="list-style-type: none"> - Exploration of streams and clear pathways, tools and other elements to treat patients with medical complexity in alignment with geographical locations so treatment is closer to home; ensuring that the community is aware that the same level of care is provided locally, unless there is a need for tertiary level care at the SCHN - Underpinning these system changes with Memory, so that the single patient record can be accessed and utilised for the patient - Engagement with key stakeholders and the identification of key leaders to drive these initiatives forward <p>Members enquired about opportunities to engage with other partners, evaluation of programs and anticipation of evidence of changes. The Board NOTED the presentation with thanks.</p>					
6		Matters For Information					
		6.1	Timetable for completion of the 2014/15 Financial Statement				
		Mr Jackson referred to the briefing circulated in the business papers around the 2014/15 Financial Statement timeline. The Board NOTED this briefing.					
7		Standing Reports					
		7.1	Chair's Report	Chair	-	5 min	For noting
		<p>Professor Bennett provided an update specifically on:</p> <ul style="list-style-type: none"> - Paediatrico – the partnership continues to gather momentum - The presentation to NSW K&F Board is occurring in October. A Paediatric Planning Framework is under development - Dr Brydon continues to act as Chief Executive - Advertisement – recruitment company engaged for Director of Nursing currently underway. 					
		7.2	Chief Executive's Report	Chief Executive		5 min	For noting
		<p>Dr Brydon's report as circulated in the business papers was NOTED.</p> <p>Dr Brydon referred members specifically to the following areas:</p> <ul style="list-style-type: none"> - The SCHN is extremely busy at present and there are a number of matters occurring at the current time - Memory is progressing well with this year critical due to implementation - Generators – the new controllers are in place and testing on the day of commission worked well. There are still works occurring each morning with a high level of confidence that if there were an outage, these would be reliable - HI have sent experts in generators from controlling to engines, who are reviewing the generator capacity on 5 August. 					
		7.3	SCHN Performance Report				
		Dr Brydon referred to the Performance Report as circulated in the business papers, noting the performance against NEAT and NEST targets.					

		The Board NOTED the report.			
8		Board Sub-Committee & Network Committee Minutes			
	*	8.1	Finance and Performance Committee		
		<p>The Board NOTED the report from the July meeting and ratified minutes from both May and June.</p> <p>Mr Jackson provided a summary of the position of the organisation at the end of financial year. SP&T noted with late donations.</p> <p>A query on income protection funding was raised. Mr Jackson provided a summary of the purpose of these funds and their specific uses.</p> <p>A suggestion around documentation of protocols around this may be of use. Mr Nott also referred to discretionary funding in relation to Bright Alliance.</p> <p>The Board NOTED these discussions.</p>			
	*	8.2	Health Care Quality Committee		
		The Board NOTED the report from the July meeting and ratified minutes from both May and June.			
	*	8.3	Medical and Dental Appointment Advisory Committee		
		The Board NOTED the MDAAC report from the June MDAAC.			
		8.4	Audit and Risk Management Committee		
		The Board NOTED the report from the July meeting and ratified minutes from April.			
9		Details of Next Meeting			
		Date and Location Wednesday, 2 September 2015 Boardroom, Level 4 The Children's Hospital at Westmead		Strategic Focus for Future meetings September 2015 – People and Leadership October 2015 – Audit and Risk Management November 2015 – Annual Public Meeting	