

The Sydney Children's Hospitals Network (Randwick & Westmead)	
Date	Wednesday, 3 August 2016
Time	8.30am – 11.00am
Location	Level 4 Boardroom, The Children's Hospital at Westmead
Membership	<p>SCHN Board members Professor Christine Bennett AO (Chair) Mr Richard Alcock (Deputy Chair) Professor Louise Baur AM Dr Abby Bloom Mrs Joanna Capon OAM Mr Jack Ford Professor Adam Jaffe Mrs Renata Kaldor AO Mr David Nott Emeritus Professor Kim Oates AM Dr Robyn Shields AM Professor Donna Waters Mr Jeremy Wright</p> <p>Ex officio invitees Dr Michael Brydon (Chief Executive, SCHN) Dr Christopher Webber (MSC – SCH representative) Professor Ralph Cohen (MSC – CHW representative) Dr Mary McCaskill (Executive Medical Director, SCHN) Mr Brian Jackson (Director of Finance and Corporate Services, SCHN)</p> <p>Attendees Ms Maryanne Lynch (Manager Executive Services, SCHN Board Secretariat)</p>
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Minutes
Sydney Children's Hospitals Network Board Meeting
3 August 2016

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 AO (Chair), Mr Richard Alcock (Deputy Chair), Dr Abby Bloom (via teleconference), Mr Jack Ford, Mr David Nott, Emeritus Professor Kim Oates AM, Professor Donna Waters, Mr Jeremy Wright</p> <p>Ex-Officio Invitees: Dr Michael Brydon (Chief Executive SCHN), Dr Christopher Webber (MSC – SCH Representative), Professor Ralph Cohen (MSC – CHW Representative), Dr Mary McCaskill (Executive Medical Director, SCHN), Mr Brian Jackson (Director Finance and Corporate Services, SCHN).</p> <p>The meeting was opened at 8.30am.</p>				
		1.2 Apologies	Chair	-		
		Professor Louise Baur AM, Mrs Joanna Capon OAM, Mrs Renata Kaldor AO, Dr Robyn Shields AM.				
		1.3 Declaration of Conflicts of Interest	Chair	-		
		Nil conflicts declared. Professor Jaffe – Board membership and Dr Brydon to declare once items are formalised.				
2		Minutes and Action Items				
		2.1 Review of Minutes of meeting held on 1 June 2016	Chair		5 min	For approval
		The minutes of the meeting held 1 June 2016 were reviewed. Minutes accepted as a true and accurate record.				
		2.2 Matters Arising from Previous Meeting			10 min	For noting
		2.2.1 Review of Action Table	Chair			
		Items to be addressed as part of meeting. To be discussed throughout the agenda.				
3		Strategic Priority in Focus – Infrastructure and Technology				
		3.1 2015/2016 Financial Year Summary (presentation)				

Mr Jackson provided members with a summary of the 2015/2016 Financial Year position of SCHN. The presentation focused on the key points of:

- Recap of Year End
- Outline of Key Trends
- Changes to SLA
- Ended financial year on budget – required no top up from SP&T
- Dr Brydon noted that NSW Health overall came in on budget
- Clarification of aspects of the reporting was sought.
- A new KPI in which each expenditure and revenue (rather than net) results will be introduced. High cost drug accounting makes this challenging for SCHN and some other LHDs.
- Monthly performance meeting with the Ministry – discussion regarding this aspect was summarised
- Service Agreement was noted as being signed off with a notation regarding the new KPI.
- Expenses over the past five years (predominately ERE and G&S)
- Investment in IT transformation – growth over the past years shows a significant level of investment in this area. Dr Brydon noted that a proportion of the expenses for the last financial year has been due to projects that will assist the expenses reduce once embedded. This will have an impact in working more efficiently, more effectively and assisting with patient safety. Measures are expected to be tangible.
- SP&T funds breakdown for contributions
- Changes to the Service Agreement
 - o Removal of Net Cost of Services (NCOS) (now expenses and revenue)
 - o Transition grant
 - o Reduction in growth funding
 - o Electronic Discharge Summaries – added as a KPI
 - o Integrated Care Program – added as a KPI
 - o Professor Bennett suggested ABF discussion may need to occur with the Secretary. Dr Brydon will discuss this matter further with Mr Jackson and Ms McCullagh.
- Budget for 2016/2017 – summary of the impacts of past years and those going forward
 - o NETS base rental and operating – discussion regarding implications
 - o Bright Alliance
 - o Investment in Internal Audit
 - o Salary Packaging
 - o Investment in IT services
 - o HealthShare, Pathology and e-Health
 - o Randwick Precinct Team
- Key challenges:
 - o Annual Leave
 - o Management of FTEs
 - o Addressing the Transition Grant
 - o ABF
 - o NDIS
 - o Medical Workforce redesign.

The Board thanked Mr Jackson for his presentation and congratulated he and the finance team for the outstanding analysis and detailed projections.

4 Matters for Discussion

4.1 Patient Story

Dr Brydon referred to a two-year-old girl from East Timor who was treated as part of the ROMAC program. Dr Brydon provided context around ROMAC patients and interactions between ROMAC and SCHN. Dr Brydon noted that there has been less activity in this space as SCHN has had other surgical waiting list priorities to focus on. However, with improvements in this regard there is now a potential opportunity to look at undertaking more charitable work.

		Dr Brydon discussed the relationship between SCHN and ROMAC. He noted that a condition of entry for a medical visa is that SCHN will not disadvantage any Australian child for a Medicare ineligible case. The development of an international plan for the care and research around international children is part of the Strategic Plan. Discussion around what SCHN does in this space occurred.
		4.2 Annual Board Review
		<p>Professor Bennett referred to the briefing circulated and tabled at the meeting.</p> <p>Mr Alcock referred to the review of the proposals and the recommendation to appoint Boardroom Partners. Professor Bennett will engage with Ms Bridge who has had a number of years of experience in public sector and discuss focus of review.</p> <p>Board is in agreement with proceeding with Boardroom Partners pending these discussions between the Chair and Ms Bridge. This will also provide an opportunity for WHS orientation and other training opportunities.</p>
		4.3 CHW Charity Status
		A briefing circulated to the members was noted. Mr Jackson advised that CHW will voluntarily be removed from the register. Most listings state that the status is 'revoked' however CHW will state 'voluntary'. It will still be possible to make a tax deductible donation to CHW. If there is a stipulation that this be done for a registered charity SCHF have offered to receive donations to meet that requirement and quarantine these funds for CHW use. Director Community Relations and Marketing and team have been working with perpetual donors to ensure that any negative impact is mitigated.
		4.4 Recommendation from SCHN/SCHF Fundraising Working Group
		<p>Sub group has been meeting to discuss future fundraising models. There were three models being reviewed.</p> <p>The Board Chair moved for the preferred option to be supported in principle and recommendations of the subgroup are accepted. The Board supported this. Dr Bloom expressed her appreciation and thanks for the work Messrs Nott and Alcock have undertaken. The offer to SCHF to have an ex-officio member on the SCHN Board was supported.</p>
		4.5 Capital Works Funding
		Refer to Board Chair update.
5		Matters For Information
		5.1 WHS Policy Update
		<p>Declaration of Conflict of Interest from Dr Bloom as a Director on the State Regulatory Authority for Workers' Compensation. Dr Bloom noted that TMF does not cover criminal matters in terms of coverage for staff.</p> <p>The briefing note and supplementary documents that were circulated separately were noted.</p> <p>A more detailed presentation to the Board will be scheduled for September. The Board also welcomed the Chair's recommendation of an educational update be arranged, probably as</p>

		part of the work undertaken by Boardroom Partners.				
		5.2	2016/2017 Service Agreement			
		This has been noted as being signed and for comments received.				
		5.3	Corporate Governance Attestation Statement			
		Professor Bennett sought comment from members before signing. All members agreed with sign off.				
6		Standing Reports				
		6.1	Chair's Report	Chair	-	5 min For noting
		<p>Professor Bennett requested a non-executive session at the end of the meeting and referred to recent activity including:</p> <ul style="list-style-type: none"> • Discussion regarding Paediatrico • Academic Health Science Partnership themes • Dr Brydon, Mr Jackson and Professor Bennett met with Secretary NSW Health regarding Westmead Redevelopment. Discussion centred on stages 1A and 1B and the need to have assurance of support before embarking on stage 2. NSW Environment and Planning Website – the EIS for the CASB is located there (State Significant Projects link). • Another discussion that occurred related to NSW Kids and Families. Noted that there is not to be a loss of the momentum of the work done by NSW K&F and a change in the Chief Paediatrician FTE. Matthew O'Meara to be invited as an ex-officio to ongoing meetings. 				
		6.2	Chief Executive's Report	Chief Executive		5 min For noting
		<p>In addition to the circulated report:</p> <ul style="list-style-type: none"> • Feedback sought on volume of content of report: members indicated support for current detail. • Medical gases issue – every gas outlet at every facility in NSW by end of the next fortnight needs to have been tested. • Heating devices on Cardiothoracic Pump machines (international issue) • Vimizim® treatment has commenced • Epidiolex® Public Relations issues • Executive Fellowship Program • KRI Building update 				
		6.3	SCHN Performance Report – July 2016			
		The report for July was noted.				
7		Board Sub-Committee & Network Committee Minutes				
	*	7.1	Finance and Performance Committee – report for July and minutes (confirmed) for May and June 2016			
		The report for the July Finance and Performance Committee as well as the ratified minutes of the May and June meetings were circulated in the business papers and noted.				
	*	7.2	Health Care Quality Committee – report for July and minutes (confirmed) for May and June 2016			
		The report for the July Health Care Quality Committee as well as the ratified minutes of the May and June meetings were circulated in the business papers and noted.				

	*	7.3	Medical and Dental Appointment Advisory Committee – report for July
			The report for the Medical and Dental Appointments Advisory Committee for July were circulated in the business papers and noted.
		7.4	SCHN Capital Works Sub Committee – report for June meeting
			The report for the SCHN Capital Works Sub Committee for June was circulated in the business papers and noted.
		7.5	Audit and Risk Management Committee – report for July meeting and minutes (confirmed) for April 2016
			The report for the July Audit and Risk Management Committee as well as the ratified minutes of April were circulated in the business papers and noted.
8		Business Without Notice	
			Refer to page 41 – Annual Public Meeting after Board Meeting on 2 November (John Beveridge Oration is the same day at 6pm). Members invited to show interest in events. Action: Expressions of Interest to Secretariat.
9		Details of Next Meeting	
		Date and Location Wednesday, 7 September 2016 Meeting Rooms A & B Prince of Wales Hospital Randwick	Strategic Focus for Future meetings September – People and Leadership October – Audit and Risk Management November – Annual Public Meeting December – Research and Marketing and Community Relations