

The Sydney Children's Hospitals Network (Randwick & Westmead)	
Date	Wednesday, 2 August 2017
Time	8.30am to 11.30am
Location	Level 9 Boardroom, Bright Alliance, Randwick
Membership	<p>SCHN Board members</p> <p>Professor Christine Bennett AO (Chair) Professor Louise Baur AM Dr Abby Bloom Mrs Joanna Capon OAM Mr Jack Ford Mrs Renata Kaldor AO Mr Bruce MacDiarmid Mr David Nott Emeritus Professor Kim Oates AM Dr Robyn Shields AM Professor Donna Waters Mr Jeremy Wright Emeritus Professor Les White AM</p> <p>Ex officio invitees</p> <p>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) Dr Matthew O'Meara (Acting Chief Paediatrician) Mr Duncan Makeig (Sydney Children's Hospital Foundation – Observer)</p> <p>Attendees</p> <p>Ms Maryanne Lynch (Manager Executive Services, SCHN Board Secretariat)</p>
Secretariat Contact:	Manager Executive Services Sydney Children's Hospitals Network Ph: 9845 3637 mobile 0417 561 273

Minutes
Sydney Children's Hospitals Network Board Meeting
2 August 2017

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) – (via teleconference for in camera/non-executive director session), Mrs Renata Kaldor AO (Acting Chair), Professor Louise Baur AM, Dr Abby Bloom (via teleconference), Mr Bruce MacDiarmid, Emeritus Professor Kim Oates AM, Professor Donna Waters, Emeritus Professor Les White AM and Mr Jeremy Wright</p> <p>Ex-Officio Invitees: Dr Michael Brydon, Dr Christopher Webber, Dr Mary McCaskill, Mr Brian Jackson, Dr Matthew O'Meara, Mr Duncan Makeig.</p>				
		1.2 Apologies	Chair	-		
		Mrs Joanna Capon OAM, Mr Jack Ford, Professor Ralph Cohen, Dr Robyn Shields and Mr David Nott				
		1.3 Declaration of Conflicts of Interest	Chair	-		
		Professor White and Dr O'Meara declared a conflict with respect to item 5.1. This was noted by the Board, with the Board agreeing that Professor White and Dr O'Meara can continue to participate in the discussion.				
2		Minutes and Action Items				
		2.1 Review of Minutes of meeting held on 7 June 2017	Chair		5 min	For approval
		The minutes of the meeting held on 7 June were reviewed. The minutes were accepted as a true and accurate record of the meeting.				
		2.2 Matters Arising from Previous Meeting			10 min	For noting
		2.2.1 Review of Action Table	Chair			
		The action table status was reviewed with actions noted.				
3		Work Health and Safety				
		3.1 WHS reporting				

		<p>Dr Brydon referred to the quarterly and monthly report circulated in the business papers. The additional item referred to a summary from the meeting between the Network and insurers. Dr Brydon advised that from the insurer's perspective, the Network is performing well.</p> <p>Dr Brydon provided a summary of progress on smaller claims over the past period as well as a report of recent incidents, not under the governance of the Network but noted due to the location. Benchmarking with other children's hospitals is underway. Discussion ensued regarding any emerging trends with an explanation provided pertaining to the management of these matters.</p>
4		Strategic Priority in Focus – Finance
	4.1	End of Financial Year summary
		<p>Mr Jackson referred to the report circulated in the business papers. Mr Jackson presented a summary of the end of financial year (EOFY) position for the Network including:</p> <ul style="list-style-type: none"> - General fund, SP&T and cashflow - Performance including leave liability, salary sacrifice opportunities, outsourcing, repairs and maintenance and, revenue opportunities - Key achievements - Bright Alliance costs - Special Purpose and Trust funds - Activity; performance against targets and acute admitted activity - Changes to the Service Level Agreement; streamlined, activity levels, transition grants and growth funding - Budget considerations for 2017/2018 compared to 2016/2017 - Key messages: activity, leave liability management and SP&T <p>Discussion ensued regarding considerations for this financial year particularly around NWAUs and care for children/young people closer to home managed by their local health district. Innovation strategies to support this direction are underway.</p>
5		Matters for Discussion
	5.1	Foundation
		<p>Mr Makeig referred to the document circulated in the business papers. Mr Makeig seeks the Board's approval to continue with Due Diligence over the coming months with the view to go live from early 2018 and with further engagement of key staff.</p> <p>Mr Makeig referred to the proposed structure and targets. This will enable a fundraising structure that is not constrained by geography. An overview of the pertinent activities to take place over the coming weeks was summarised including governance arrangements; particularly relating to key appointments.</p> <p>Dr Brydon referred to engagement earlier in the year, particularly with clinicians, in anticipation of earlier progress however, the communication will now be centred on outcomes to benefit the entire Network. Further discussion and communication will be a conjoined approach. Dr Brydon referred to partnerships with universities and this will continue to be preserved. It was agreed that children will very likely benefit from this model of fundraising.</p> <p>Discussion around risk management and communications strategy with further discussion around use of funds (donated versus general).</p> <p>Discussion around location and Award provisions for the teams going forward ensued with Dr Brydon advising that there are strategies in place and there are a number of options being considered.</p>

		<p>Recognition of multiculturalism in Western Sydney as well as harnessing any opportunities as a result was noted. Relationships with existing donors need to be managed well during this transition.</p> <p>The Board ENDORSED the further due diligence to be undertaken.</p> <p>ACTION: Chair of SCHF and SCHN CE to develop a one pager explaining the anticipated efficiencies.</p>					
		5.2 Corporate Governance and Internal Audit Attestation					
		<p>The Attestation documents were circulated in the business papers and noted by the Board. Mrs Kaldor motioned the Board provide thanks and appreciation for the work undertaken by the Audit and Risk team for developing this document and for the success around corporate governance.</p> <p>The Board ENDORSED the sign off of these statements.</p> <p>Dr Brydon acknowledged the efforts of the Board in considering approving the Service Level Agreement.</p>					
		5.3 Young Leadership Program					
		<p>Dr Brydon referred to the briefing circulated in the business papers. Dr Brydon and Professor Bennett have discussed this matter and feel that it would be appropriate initially for any observership to be offered for sub committees of the Board. Other members felt Board attendance may also be helpful. A member suggested developing a stage two program to enable engagement with a diverse range of candidates.</p> <p>ACTION: Dr Brydon to gather more information regarding the process around appointment.</p>					
6		Matters For Information					
		6.1 Patient Story					
		<p>Dr Brydon referred to the briefing circulated in the business papers and the video shown to members providing an insight into IKKI and its functionality. This device provides opportunities to enhance a child's care and overall experience between the hospital setting and home.</p>					
		6.2 Strategic Plan					
		<p>Dr Brydon referred to the Draft Strategic Plan which was tabled. Consultation across the Network has been undertaken; theming of the plan and engagement has been extremely successful. Dr Brydon proposed that this plan be accepted and now circulated for further comment as per the briefing.</p> <p>ACTION: any comments from members to be provided to the Board Secretariat by August 10.</p>					
6		Standing Reports					
		7.1	Chair's Report	Chair	-	5 min	For noting
		<i>This report was held over due to the Chair submitting their apologies.</i>					
		7.2	Chief Executive's Report	Chief Executive		5 min	For noting
		- The report circulated in the business papers was summarised by Dr Brydon,					

		<p>particularly:</p> <ul style="list-style-type: none"> ○ High profile areas for the information of the Board. Discussion ensued regarding aspects of this section ○ Strategic priority areas 		
		7.3 SCHN Performance Report – June 2017		
		<p>The report was circulated in the business papers. Dr Brydon referred to specific areas where there are opportunities for improvement as referenced under item 7.2 and item 4.1 regarding financial performance. Discussion around performance appraisal compliance trends ensued with Dr Brydon providing an update on efforts to address this area.</p> <p>Dr Brydon referred to a project with Children’s Hospitals Australasia around medication management, particularly in the high cost drug space, in which SCHN will take a lead role.</p>		
7		Board Sub-Committee & Network Committee Minutes		
	*	7.1 Finance and Performance Committee – report for end of financial year (item 4.1) and minutes for May and June 2017		
		<p>The report and minutes circulated in the business papers were noted. Dr Brydon expressed his thanks to Mr MacDiarmid for commencing as the Chair of the Finance and Performance Committee. Mr MacDiarmid provided a summary of the progress of this committee.</p>		
	*	7.2 Health Care Quality Committee – report for June 2017 and minutes for June 2017		
		<p>The report and minutes circulated in the business papers were noted. Correction to report – 26 July not June. Professor Waters provided a summary of the committee’s activities. Mr Wright attended an in house workshop focussing on improvement in the healthcare setting and provided a summary of the outcomes arising from this.</p>		
	*	7.3 Medical and Dental Appointment Advisory Committee – report for July 2017		
		<p>The report circulated in the business papers was noted. An expression of thanks from the Board for the work undertaken on the quinquennium process was agreed.</p>		
10		Details of Next Meeting		
		<table border="1"> <tr> <td> <p>Date and Location</p> <p>Wednesday, 6 September 2017</p> <p>Location to be confirmed (possibly NETS base Bankstown)</p> </td> <td> <p>Strategic Focus for Future meetings</p> <p>September – to be confirmed</p> <p>October – Audit and Risk</p> <p>November – Annual Public Meeting</p> <p>December – to be confirmed</p> </td> </tr> </table>	<p>Date and Location</p> <p>Wednesday, 6 September 2017</p> <p>Location to be confirmed (possibly NETS base Bankstown)</p>	<p>Strategic Focus for Future meetings</p> <p>September – to be confirmed</p> <p>October – Audit and Risk</p> <p>November – Annual Public Meeting</p> <p>December – to be confirmed</p>
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