

<b>The Sydney Children's Hospitals Network (Randwick &amp; Westmead)</b>	
<b>Date</b>	Wednesday, 2 December 2015
<b>Time</b>	8.30am – 11.00am
<b>Location</b>	Rooms A & B, Prince of Wales Hospital
<b>Membership</b>	<p><b>SCHN Board members</b>            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            Associate Professor Donna Waters            Mr Jeremy Wright</p> <p><b>Ex officio invitees</b>            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 of Finance and Corporate Services, SCHN)</p> <p><b>Attendees</b>            Ms Maryanne Lynch (Manager Executive Services, SCHN Board Secretariat)</p>
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**Minutes**  
**Sydney Children's Hospitals Network Board Meeting**  
**2 December 2015**

ITEM	By Exception *	DESCRIPTION	RESPONSIBILITY	PAGE NO.	TIME	ACTION REQUIRED
<b>1</b>		<b>Administrative Matters</b>			<b>5 min</b>	<b>For noting</b>
		<b>1.1 Welcome and Attendance</b>	<b>Chair</b>	-		
		<p><b>1.1 Welcome and Attendance</b> <span style="float: right;"><b>Chair</b></span></p> <p><b>Attendance:</b>            Professor Christine Bennett AO (Chair), Mr Richard Alcock (Deputy Chair), Professor Louise Baur AM, Dr Abby Bloom, Mrs Joanna Capon OAM, Professor Adam Jaffe, Mrs Renata Kaldor AO, Mr David Nott, Emeritus Professor Kim Oates AM, Mr Jeremy Wright</p> <p><b>Ex-Officio Invitees:</b>            Dr Michael Brydon (Acting Chief Executive), Ms Cheryl McCullagh (Director Clinical Integration), Professor Les White (Chief Paediatrician), Mr Brian Jackson (Director Finance and Corporate Services)</p> <p>The meeting was opened at 8.35am</p>				
		<b>1.2 Apologies</b>	<b>Chair</b>	-		
		Mr Jack Ford, Dr Robyn Shields, Associate Professor Donna Waters, Dr Ralph Cohen (ex-officio), Dr Mary McCaskill (ex-officio) and Dr Christopher Webber (ex-officio).				
		<b>1.3 Declaration of Conflicts of Interest</b>	<b>Chair</b>	-		
		Professor Bennett called for any declarations of conflict of interest. Dr Abby Bloom, appointed to State Insurance Regulatory Authority as a non-executive member. NOTED.				
<b>2</b>		<b>Minutes and Action Items</b>				
		<b>2.1 Review of Minutes of meeting held on 4 November 2015</b>	<b>Chair</b>		<b>5 min</b>	<b>For approval</b>
		The minutes of the meeting held on Wednesday, 4 November 2015 were reviewed. These were ACCEPTED without amendment or erasure as a true and accurate record of the meeting.				
		<b>2.2 Matters Arising from Previous Meeting</b>			<b>10 min</b>	<b>For noting</b>
		<b>2.2.1 Review of Action Table</b>	<b>Chair</b>			
		The action items as at December 2015 were reviewed and status was provided.				
<b>3</b>		<b>Strategic Priority in Focus</b>				

**3.1 Research Highlights**

Professor Chris Cowell, Director Research SCHN presented the Research highlights for 2015 as well as plans for research into the future. The key aspects of this presentation related to:

- Governance, Performance and Metrics
- Education and Training
- Intellectual Property and Commercialisation
- Strategy and Partnerships

Approximately 530 staff and students undertaking research activities in SCHN. There are 35 support staff.

The timeliness of ethics, SSA and contract approvals were commended as one of the best performing ethics group nationally. The uptake of research projects has increased over a period of 18 months, with a sharp increase late 2014. Highlights of project and program grants as well as attached funding for these were provided in addition to awards and publication rates which have steadily increased over time.

Initiatives around education and training, provision of grants and recipients were summarised.

Intellectual Property and Commercialisation (IP&C) highlights included the timelines around IP&C processes. There are two projects that have been licenced in 2015 – a copyright for an Autism Training Resource and an Orthopaedic Implant which can bend and increase in length as the child grows; thus reducing surgical revisions and complications, provides rotational stability and encourages faster bone regrowth.

The focus now and into the future:

- Accelerate discovery
- Partnerships – various organisational engagement and what this means for research at SCHN and the outcomes for the population
- Capital Works – Clinical Research Centre and Level 8 Bright Alliance for Cannabinoid Trial
- Academic Chairs – appointments recently across universities
- Emerging Translational Sciences – data sciences, implementation sciences
- Paediatrico – partnership between SCHN, CMRI and CCI along with UNSW and USyd and update on status of the constitution of this joint venture

Leading into the patient story regarding genomics, Professor Cowell summarised the genomics research and development of therapies in this area.

General queries related to return on investment and aims. This is around the investment in children for greater outcomes or towards development of IP and patents. There are incubator grants for early researchers. Collaboration is encouraged.

Professor Cowell was commended on the report and his leadership; noted as very informative.

**4 Matters for Discussion**

**4.1 Patient Story - Genomics**

The patient story this month was a short video focussed on genomics. The key aspects of this story related to:

Treatment of children by analysing and ‘fixing’ the genomes rather than other interventions with one such example of a little boy who requires a liver transplant. It is hoped that through genomics, they will be able to fix the liver cell functions rather than replace the liver. Another example was a young boy who could not walk and, through genomics, they were able to help him walk again.

		The Board NOTED this month's patient stories positively.					
		<b>4.2</b>	<b>Pathology - update</b>				
		<p>A briefing providing an update was circulated in the business papers. Dr Brydon provided further information regarding the progress of these discussions.</p> <p>There have been many discussions, particularly in the last six weeks. The Executive Steering Committee have agreed to continue discussions regarding longer term planning.</p> <p>The Board NOTED this advice.</p>					
		<b>4.3</b>	<b>NETS - update</b>				
		<p>A briefing providing an update was circulated in the business papers. Dr Brydon and Ms McCullagh provided further information arising from the Precinct Executive Steering Committee on 1 December as well discussions with the Ministry regarding same. Further consultations are occurring this week.</p> <p>The alternative helicopter site is progressing through a tendering process and is likely to be on the CHW visitor's carpark. The recommendations around the NETS base have been discussed. It was noted that service quality was noted to not be compromised and needed to be monitored in terms of travel time. Other benefits, actual and/or potential, were also noted.</p> <p>The Board suggested that there be periodic reviews with the offsite plan implemented whilst the 10 year redevelopment occurs.</p> <p>The Board ENDORSED this approach.</p>					
<b>ua</b>		<b>Matters For Information</b>					
		<b>5.1</b>	<b>Data storage device</b>				
		<p>Dr Brydon provided a summary of the matter for members not in attendance at the last Board meeting.</p> <p>A verbal update on progress around this matter based on recent discussions with the Ministry and experts in this area. Following consideration of expert advice, weighted particularly by the mental health patient issues, it was agreed this direction be undertaken.</p> <p>It is noted that work around internal audit, communications and performance issues are ongoing.</p> <p>The Board ENDORSED the strategy proposed in the management of this matter as it was not likely to be in the patients' interests.</p>					
<b>6</b>		<b>Standing Reports</b>					
		<b>6.1</b>	<b>Chair's Report</b>	<b>Chair</b>	<b>-</b>	<b>5 min</b>	<b>For noting</b>
		<p>Professor Bennett provided a verbal summary of activities to date including:</p> <ul style="list-style-type: none"> <li>• Update on Mr Jack Ford with request to send a gift from the Board</li> <li>• There is a transitional period between now and February for NSW Kids and Families. It is understood that the work continues with the Board continuing as an advisory board. It is not yet known whether the role of Chief Paediatrician will continue.</li> <li>• <b>ACTION:</b> Letter to be drafted to Secretary of Health acknowledging contributions of Chief Paediatrician and seek for this to continue</li> <li>• Communique from Secretary of Health not seeking reappointment following</li> </ul>					

		<p>completion of contract next year was noted. <b>ACTION:</b> A letter from Board to Secretary expressing thanks and appreciation to be released closer to end date.</p> <ul style="list-style-type: none"> <li>• In-Camera session from November: Board renewals. Another in-camera session to occur today.</li> <li>• Former Chief Executive, Ms Elizabeth Koff's farewell is scheduled for 16 December 2015; thanks to Mr Alcock for hosting this.</li> </ul>				
		<b>6.2</b>	<b>Chief Executive's Report</b>	<b>Chief Executive</b>	<b>5 min</b>	<b>For noting</b>
		<p>Dr Brydon referred to the key aspects of the report, including:</p> <ul style="list-style-type: none"> <li>• NEST target performance; slowly improving</li> <li>• NETS and PSN</li> <li>• Announcement of Director of Nursing and Midwifery for SCHN, to be released to staff. It is likely that the combined portfolio with education won't be split however this remains to be seen. Comments from members were noted with respect to the expertise required of the education portfolio.</li> <li>• Vale Professor Peter Van Asperen</li> <li>• Catheter Suite opening</li> <li>• Memory Strategy</li> <li>• Fundraising/Charity Status of The Children's Hospital at Westmead – extended to January 2016</li> <li>• Westmead Precinct – Ms McCullagh has provided an update to Dr Brydon regarding the Acute Services Building, to be deferred to Capital Works Sub-Committee (December)</li> <li>• Thanks and appreciation to Ms McCullagh for undertaking role of Chief Executive over the last few weeks; this was positively endorsed by the Chair and members.</li> <li>• Additional item raised by member: On 14 December, the Sydney Cord Blood Bank will be launched.</li> <li>• Ronald McDonald House Westmead – still hasn't had confirmation regarding telethon for 2016 and no date confirmed as yet.</li> </ul>				
		<b>6.3</b>	<b>SCHN Performance Report</b>			
		<p>The Performance Report for November was circulated in the Business Papers. This was NOTED. Good results in finance. Performance in NEST not where it should be, however improving performance to targets.</p> <p>Dr Brydon provided an update on strategies to support performance through engagement of other Local Health Districts. It was noted a metro-collaborative approach may be the best approach.</p> <p><b>ACTION:</b> Request for measures to meet targets to be formally reported to Board. Mr Alcock noted that these measures are reported through the Finance and Performance Committee with a request to express these more fully at the F&amp;P Committee (refer item 7.1).</p> <p>It is noted that the vast majority of cases are day-only cases and many could be safely undertaken at another site. There is representation from AMA and ASMOF at the Ministry's Strategy and Resources meeting.</p> <p><b>ACTION:</b> Chair has requested an update be brought forward to February 2016 meeting.</p>				
<b>7</b>		<b>Board Sub-Committee &amp; Network Committee Minutes</b>				
	*	<b>7.1</b>	<b>Finance and Performance Committee</b>			
		<p>The briefing for the November meeting and endorsed minutes for October were circulated in the business papers.</p> <p>A query was raised regarding staff performance reviews – what is being done to help staff around how to do performance reviews and the tools/resources to be used for this. It would be helpful to understand timeframes for action/catch up. Again this will be repeated at the</p>				

		<p>Finance and Performance Committee meeting.  A query regarding Aboriginal employment; Professor Oates suggested the Dick Whittington program from the UK may be of use.  The Board NOTED the content of the brief and endorsed minutes.</p>	
	*	<b>7.2</b>	<b>Health Care Quality Committee</b>
		<p>The briefing for the November meeting and endorsed minutes for October were circulated in the business papers.  Mrs Capon provided a verbal summary with comments collated from survey and view to change construct of committee.  Query regarding previously reported SAC 1/2 incidents. A summary of the recommendations arising from a Root Cause Analysis to be noted from the HCQC.  The Board NOTED the content of the brief and endorsed minutes.</p>	
	*	<b>7.3</b>	<b>Medical and Dental Appointment Advisory Committee</b>
		<p>The briefing reporting on activity for the November meeting was circulated in the business papers.    The Board NOTED the content of this report.</p>	
		<b>7.4</b>	<b>Audit and Risk Management Committee</b>
		<p>The briefing for the November meeting and endorsed minutes for the September meeting were circulated in the business papers.  KPMG presented on results of review of Audit and Risk functions at SCHN. Mr Nott provided a summary of these findings. The contributions from the latest appointed members has been outstanding.  Mr John Dunlop and Mr Kevin Doyle will be retiring from the Audit and Risk Management Committee in April 2016. A note and gift of appreciation to be provided at that time.  The Board NOTED the content of the brief and endorsed minutes.</p>	
<b>9</b>		<b>Details of Next Meeting</b>	
		<p><b>Date and Location</b>  Wednesday, 3 February 2016  Meeting Rooms A &amp; B  Prince of Wales Hospital</p>	<p><b>Strategic Focus for Future meetings</b>  February - Strategy for SCHN 2016  March – Quality and Excellence  April – Partnership and Networks</p>