

The Sydney Children's Hospitals Network (Randwick & Westmead)	
Date	Wednesday, 3 February 2016
Time	8.30am – 11.00am
Location	Rooms A & B, 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 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>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 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 February 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 via teleconference), Mr Jeremy Wright, Mrs Joanna Capon OAM, Mrs Renata Kaldor, Dr Abby Bloom, Professor Adam Jaffe, Professor Louise Baur AM, Mr Jack Ford, Associate Professor Donna Waters, Emeritus Professor Kim Oates, Professor Robyn Shields</p> <p>Ex-Officio Invitees: Dr Michael Brydon (Acting Chief Executive), Ms Debra Cutler (Director Nursing, Midwifery and Education – <i>in attendance</i>), Professor Les White (Chief Paediatrician), and Mr Brian Jackson (Director Finance and Corporate Services), Professor Ralph Cohen (MSC Chair - The Children's Hospital at Westmead), Dr Chris Webber (MSC representative – Sydney Children's Hospital), Dr Mary McCaskill (Executive Medical Director, SCHN)</p> <p>The meeting was opened at 8.35am</p> <p>The Board extended a warm welcome back to Mr Ford who provided an update to the members.</p> <p>The Board also extended a warm welcome to Ms Debra Cutler, recently appointed Director of Nursing, Midwifery and Education. Ms Cutler provided a summary to members of her background and experience in healthcare management and nursing.</p>				
		1.2 Apologies	Chair	-		
		Nil				
		1.3 Declaration of Conflicts of Interest	Chair	-		
		There were no conflict of interest declarations made by members. The Board Chair noted her involvement with McKinsey; however not aware of, nor foresees any conflicts.				
2		Minutes and Action Items				
		2.1 Review of Minutes of meeting held on 2 December 2015	Chair		5 min	For approval
		Minutes accepted without amendment or erasure.				

		2.2	Matters Arising from Previous Meeting			10 min	For noting
			2.2.1 Review of Action Table	Chair			
			<p>The action items as at February 2016 were reviewed and noted as forming part of the business of the meeting. Dr Brydon referred to Ronald McDonald House Charities regarding the fundraising/telethon that is anticipated to proceed; there are ongoing discussions around this.</p> <p>Dr Brydon referred to discussions with Deputy Secretary, Strategy and Resources, NSW Health regarding NSW Kids and Families. The letter regarding the Chief Paediatrician has been sent to Secretary of Health. The Board has confirmed its opinion that there is a need for the continuation of the Chief Paediatrician role. The Secretary indicated to the Board Chair the likely intention to continue the role of the Chief Paediatrician. Professor White provided some information pertaining to the staffing establishment of this role going forward.</p>				
3		Strategic Priority in Focus					
		3.1	SCHN Strategic Plan				
		<p>Dr Brydon referred to the papers circulated to members as well as a slideshow summarising the key aspects of the plan. This plan is a culmination of the efforts of the executive, complemented by the facilitated workshop last December.</p> <p>The themes from past years have been continued into this year; with the view to have a more broad focus for 2017 and beyond. Objectives and key focus areas to support these objectives under each category were outlined.</p> <p>The key focus areas, objectives and specific items to support these objectives were summarised by Dr Brydon with the Board in support of the efforts of the executive in developing and committing to this plan.</p> <p>Queries regarding timelines for achievement, capacity and benchmarking of results as well as continuous reporting on progress were discussed with Dr Brydon providing an update on resources that have been engaged, dedicated to supporting key projects on a time limited basis. It was noted that reporting for most items would be through the relevant Board sub-committee or planned director reports throughout the year.</p> <p>ACTION: Slides to be sent to members</p> <p>Discussion on key areas such as Advocacy, partnerships and Corporate Social Responsibility occurred with the Board extending their congratulations to Dr Brydon and SCHN Executive members on this achievement. In the area of advocacy, it was noted that there has been extensive work and collaboration across both sites for a common goal. The Board Chair will extend her personal thanks to both David Isaacs and Karen Zwi for their efforts.</p> <p>ACTION: Board Chair to personally contact Karen Zwi and David Isaacs</p> <p>In relation to partnerships, Dr Brydon noted the attendance of Rosemund Gray from Scotland who is an internationally recognised expert in interagency collaboration. These sessions will provide great insight into what SCHN can do to partner with other agencies to have a holistic approach to issues facing children.</p>					
4		Matters for Discussion					
		4.1	Patient Story – 3D Orthopaedic Lab				

		<p>The patient story was noted; understanding the difference between ‘what is wrong with you’ as opposed to ‘what matters to you’ is key in delivery of healthcare that meets the needs of consumers. It was noted as a story of great courage and excellent outcomes for a child to live a ‘normal’ life.</p> <p>Dr Brydon advised members of the Donation made by Minister Skinner from Ministerial Discretionary Funds of \$500,000 towards the 3D Lab printer.</p>
		<p>4.2 CHW Fundraising</p>
		<p>The briefing circulated with the business papers was noted.</p> <p>Dr Brydon advised that the Chief Executive of Sydney Children’s Hospitals Foundation, Leanne Warner has resigned. Nicola Stokes has been appointed acting CEO.</p> <p>Mr Jackson referred to the background as noted in the briefing. The ACNC determined the CHW would be removed from the register given the government involvement. The legality of the attempts to create a charity have been explored and the Ministry has been engaged in this process.</p> <p>Options include the establishment of a charity that does not have the involvement of government staff or to join the SCHF. Bequests may be problematic as well as those donors who must only donate to a registered charity.</p> <p>It was noted that discussions with ACNC are ongoing. Discussion regarding constitution if there cannot be a dual listing has also occurred.</p> <p>Discussions from members focused on a joint approach to fundraising being seemingly the more viable option. A query regarding tax favourability of unsolicited donations was noted. It was confirmed that there is no effect on this for those wishing to make donations.</p> <p>Mr Alcock moved to have Board endorsement for working with the SCHF to create a cooperative and integrated solution. It was noted that the nomenclature is vitally important for any new entity and to recognise the importance of the CHW identity.</p> <p>The Board Chair put this motion to a vote. All members in favour of motion resolution. Motion carried.</p>
		<p>4.3 SCHN Performance Targets</p>
		<p>Dr Brydon referred to briefing and snapshot of performance for surgical targets and provided a verbal summary on progress to date. The engagement of a consultancy firm has occurred, with them commencing next few weeks to look at efficiency and surgical flow and to look at measures that may have been missed to help support performance.</p> <p>Clinician managers are engaged and positive regarding the engagement of this consultancy firm. Dr Brydon advised that theatre utilisation is good however there is a high rate of cancellation due to patients not being ready due to illness, bed availability, consent issues or other factors. The terms of reference for the review will primarily be around the review of surgical patient flow.</p> <p>It was agreed that working with families for the best outcome is important. Dr Brydon advised that the review will be used to look at what SCHN is doing and how we can do our business better.</p>

		Matters For Information					
		5.1	Relocation of CHW Helipad				
		<p>Dr Brydon referred to briefing and associated correspondence circulated in the business papers which was noted. The deadline on this project is June 2016.</p> <p>Options for the helipad at CHW were considered and were assessed for risk, accessibility and cost of remedial works to make the site suitable, which enabled the decision to have this on top of the visitor's carpark the most practicable and viable solution.</p> <p>Concerns have come through from lessees of Medical Centre Suites at Westmead regarding purported lack of engagement. The collateral impact of these public concerns relates to reputational risk with political partners and future investment in the Children's Hospital at Westmead.</p> <p>Dr Brydon referred to NETS transport modes and advised that most transport is via road Ambulance with the instances of helicopter landings being relatively infrequent. Exploration of options around the CHW site found that there would need to be a further transfer via road ambulance, which does not support the flow of patients accessing care.</p> <p>Dr Shields has been contacted via the Commission regarding the NETS base issue. The Board Chair advised that if anyone makes contact with members, it is advisable to refer them to Dr Brydon or herself.</p> <p>The planning for the relocation of the NETS base to Bankstown is being progressed and appears to be more acceptable to staff.</p> <p>Board support to executive and appreciation of their efforts in managing this matter.</p>					
6		Standing Reports					
		6.1	Chair's Report	Chair	-	5 min	For noting
		<ul style="list-style-type: none"> • Reappointments of Board members • Chief Paediatrician as per earlier notes • Reappointment of Board Chair progressing • Appointment of Independent Chair of Audit and Risk Management; express thanks and appreciation of services; discussions to occur offline • Paediatric is progressing; Board membership to be progressed at a preliminary level • Invited to present to the Council of Board Chairs later in February; sharing experiences that have been positive and those that have been challenging. Requested Dr Brydon to join her at this meeting. Dr McCaskill suggested a patient story to be incorporated in this address. Perhaps genomics story may be suitable to present. 					
		6.2	Chief Executive's Report	Chief Executive		5 min	For noting
		<p>Dr Brydon referred to the key aspects of the report, including:</p> <ul style="list-style-type: none"> • Change Day; engagement of staff at the grassroots level and opportunity to improve systems locally. • Cannabis research project; good progress • Professor White's retirement dinner on 17 March 2016 • Ministerial engagement; investment in capital works funding for The Children's Hospital 					

		<p>at Westmead – progressing well</p> <ul style="list-style-type: none"> • Capital planning issues identified at SCH. Confident that there will be robust engagement of relevant stakeholders • A collegiate influence at times like now with major change underway is absolutely critical • Memory project; electronic medication management project – the identification of some issues that have delayed the roll out however the issues have been clearly identified and this is being worked through presently. Ward power boards unexpectedly require replacement however this is critical as the contractual arrangements in place must be honoured. Mitigation strategies are in place. • Bright Alliance is tracking well and is due for completion as expected. A tour for the Board in due course when the site is accessible will be arranged. • ACTION: Dr Brydon, Mr Alcock and Mr Jackson to present at the next meeting how the CHW Master Planning options have developed • ACTION: Board letter to express thanks and appreciation to Ms Leanne Warner former CEO of SCHF, thanking her for her service. • ACTION: Amend content around DCH in CE report – was initially a GP based program aimed at educating GPs. • ACTION: Dr Mary Foley to be sent congratulatory letter on Australian Day Honours. Letters from Board to go to SCHN recipients. 	
		6.3 SCHN Performance Report – November 2015 (December 2015 not available)	
		The performance report for November as circulated in the papers was noted. The commentary summarising December was noted.	
7		Board Sub-Committee & Network Committee Minutes	
	*	7.1 Finance and Performance Committee	
		The minutes accepted from November as well as the report on the January meeting, as circulated in the business papers were noted. Budget is on track at present.	
	*	7.2 Health Care Quality Committee	
		The minutes accepted from November as well as the report on the January meeting, as circulated in the business papers were noted. Comment that this is a positive meeting. Survey data noted.	
	*	7.3 Medical and Dental Appointment Advisory Committee	
		The minutes accepted from November as well as the report on the January meeting, as circulated in the business papers were noted.	
		7.4 Capital Works Sub-Committee	
		<p>The draft minutes from December for consideration, as circulated in the business papers were noted.</p> <p><i>At 10.55am, the Board Chair sought the executive members be excused to enable the Board to have an 'in-camera' session pertaining to the recruitment of the SCHN Chief Executive.</i></p>	
9		Details of Next Meeting	
		<p>Date and Location Wednesday, 2 March Boardroom, Level 4 Executive Office The Children's Hospital at</p>	<p>Strategic Focus for Future meetings March – Quality and Excellence April – Partnership and Networks May – Audit and Risk Management</p>

		Westmead	
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