

The Sydney Children's Hospitals Network (Randwick & Westmead)	
Date	Wednesday, 3 June 2015
Time	8.30am – 11.00am
Location	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 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 Adjunct Professor Annette Solman (Acting Chief Executive, SCHN) Dr Michael Brydon (Director Clinical Operations, 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 June 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, Mr Richard Alcock, Mr Jack Ford, Mrs Renata Kaldor (joined at 9.45am), Mr David Nott, Professor Louise Baur, Professor Adam Jaffe, Dr Abby Bloom, Professor Donna Waters, Dr Robyn Shields.</p> <p>Ex-Officio Invitees: Adjunct Professor Annette Solman (Acting Chief Executive), Dr Michael Brydon (Director Clinical Operations), 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>The Board expressed thanks and appreciation to Adjunct Professor Solman for her work with the Network and to congratulate her on her appointment to HETI as Chief Executive.</p> <p>The Board welcomed Michael Brydon as Acting Chief Executive, effective Friday evening.</p>				
		1.2 Apologies	Chair	-		
		Emeritus Professor Kim Oates, Mr Jeremy Wright, Mrs Joanna Capon				
		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 on 6 May 2015	Chair		5 min	For approval
		<p>The minutes of the meeting held on 6 May 2015.</p> <p>Discussion around the minutes occurred with the Board resolving to have the previous minutes re-issued following today's meeting with amendment for circular resolution.</p>				
		2.2 Matters Arising from Previous Meeting			10 min	For noting
		2.2.1 Review of Action Table	Chair			

			The items were noted with co-badging and capital works discussions under separate item numbers.
3	Strategic Priority in Focus		
	3.1	Certification of Financial Statements	
		<p>Mr Jackson referred to the briefing provided for members' information and provided a summary of the key issues noted in the briefing, timeframes and requirements.</p> <p>It was suggested that an organisation roadmap to set out key objectives for the year to be reviewed by the Finance and Performance Committee in consultation with the Audit and Risk Management Committee.</p> <p>The briefing was NOTED.</p>	
	3.2	Capital Works Update - presentation	
		<p>Mr Jackson provided to the Board a presentation around Capital Works.</p> <p>The key themes arising were:</p> <ul style="list-style-type: none"> - Infrastructures general building facilities at both Westmead and Randwick as well as lifespan of certain elements of the infrastructure - Capabilities: change management, project management, major changes over the next five to ten years - Processes: various approvals needed for expenditure that is over a set threshold, various stakeholder engagement required - Competing demands for capital works - Asset Strategic Plan; recap on plan submitted <p>The progress around the priorities in relation to the Westmead precinct were noted. A joint Board meeting with Western Sydney Local Health District is currently being planned with discussion around the timing of this meeting, participants and the possibility of a working group for which expressions of interest were sought at the meeting.</p> <p>The presentation will be circulated to members with the Board thanking Mr Jackson for this information.</p>	
	3.3	Three year savings program	
		<p>Mr Jackson referred to the last Board meeting where ARMC presented that an achievement of \$10m had been made and was asked to verify that this had occurred.</p> <p>Recurrent savings were advised. The briefing provided individual factors that have contributed to this saving.</p> <p>Board NOTED briefing.</p>	
4	Matters for Decision		
	4.1	Amendment of Finance and Performance Committee Terms of Reference	
		<p>Mr Jackson referred to the briefing on the changes suggested to the Terms of Reference.</p> <p>Discussion ensued regarding the threshold for seeking approval from Ministry or entities to expend funds. An agreed approach was determined.</p> <p>The Terms of Reference changes were APPROVED as requested.</p>	

5	Matters for Discussion					
	5.1	Patient Story				
		<p>Adjunct Professor Solman referred to the briefing on the patient story this month. All agreed this is an extraordinary outcome that particularly highlights the use of social media to promote the expertise of staff and of our services.</p> <p>Members discussed the SCHN website and possible options to revise content and platform.</p> <p>Action: Director Community Relations and Marketing to revisit this matter and scope of recent works around updating the website.</p>				
	5.2	RACP co-badging of Policy and Position Statements on Refugees and Asylum Seekers				
		<p>Adjunct Professor Solman referred to the briefing on this matter. Members have considered this matter since last meeting and provided feedback.</p> <p>The Board are supportive of the three recommendations with a fourth recommendation being that consultation occur with the Ministry or Minister.</p> <p>Action: A briefing to inform discussions at the Ministry or Ministerial level is to be developed.</p>				
	5.3	NEAT and NEST targets				
		<p>Adjunct Professor Solman referred to briefing tabled to members. Key highlights around performance to data and comparison to last year was noted. Adjunct Professor Solman advised that the Acting Director Clinical Operations has been undertaking work with clinical leads around this and will be engaging with Analytics at a university to further inform our work.</p> <p>The Board NOTED the brief.</p>				
6	Matters For Information					
	6.1	2015 Board Member's Conference - registration				
		<p>Adjunct Professor Solman referred to briefing to remind members of this important opportunity to be part of this day and to register for sessions if not already done.</p> <p>The Board NOTED this brief.</p>				
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"> - Recruitment for the Director of Nursing, Midwifery and Education to replace Adjunct Professor Solman - The RMHC Telethon outcome - The Gold Telethon for Sydney Children's Hospital on Monday, 8 June 2015 - It was noted discussions for planning of telethon possibility at CHW for 2016 have occurred on a preliminary basis and will require follow-up by Acting CE Michael Brydon - Presentation to NSW Kids and Families to occur. 				
	7.2	Chief Executive's Report	Chief Executive		5 min	For noting
		<p>Adjunct Professor Solman referred to the CE report with members' attention drawn to the Capacity Assessment Report. A summary document will be released and a Compendium of</p>				

		<p>Best Practice developed.</p> <p>Professor Bennett noted recent visits from both Ministers.</p> <p>The report was NOTED.</p>			
		7.3	SCHN Performance Report		
		<p>Mr Jackson referred to the financial position and forecasting for the Network at end of financial year. Update on generator maintenance with planned works for mid-June.</p> <p>End of Year forecast - does not anticipate that the result will differ significantly from position presently.</p> <p>Reliance on SP&T unlikely to be significant but not eliminated. Professor Bennett flagged this concern at the Capacity Assessment Project meeting.</p> <p>The Board NOTED the report.</p>			
8		Board Sub-Committee & Network Committee Minutes			
	*	8.1	Finance and Performance Committee		
		Mr Jackson provided a briefing on the May meeting and the ratified minutes of the April meeting were NOTED			
	*	8.2	Health Care Quality Committee		
		A briefing on the May meeting and ratified minutes of the April meeting were NOTED			
	*	8.3	Medical and Dental Appointment Advisory Committee		
		A briefing on the recent MDAAC resolutions and discussions was NOTED			
		8.4	Audit and Risk Management Committee		
		A briefing on the meeting and ratified minutes from April 2015 were NOTED.			
9		Details of Next Meeting			
		<p>Date and Location Wednesday, 5 August 2015 Rooms A & B Executive Office Prince of Wales Hospital</p>		<p>Strategic Focus for Future meetings July 2015 – no meeting August 2015 – Infrastructure and Technology September 2015 – People and Leadership</p>	