

The Sydney Children's Hospitals Network (Randwick & Westmead)	
Date	Wednesday, 4 May 2016
Time	8.30am – 11.00am
Location	Meeting Rooms A & B, Prince of Wales Randwick
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) 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
4 May 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, Mr Jack Ford, Professor Adam Jaffe, Mrs Renata Kaldor AO, Mr David Nott, Mr Jeremy Wright</p> <p>Ex-Officio Invitees: Dr Michael Brydon Acting Chief Executive, Dr Christopher Webber Medical Staff Council – SCH representative, Dr Mary McCaskill Executive Medical Director, Mr Brian Jackson Director Finance and Corporate Services.</p> <p>The meeting was opened at 8.30am.</p> <p>Welcome to Audit and Risk Management Committee members Mr John Dunlop and Mr Kevin Doyle accompanied by Manager Internal Audit Mr Alan Ching</p>				
		1.2 Apologies	Chair	-		
		Professor Louise Baur AM, Mrs Joanna Capon OAM, Emeritus Professor Kim Oates AM, Dr Robyn Shields AM, Associate Professor Donna Waters, Professor Ralph Cohen.				
		1.3 Declaration of Conflicts of Interest	Chair	-		
		Nil conflicts declared.				
2		Minutes and Action Items				
		2.1 Review of Minutes of meeting held on 6 April 2016	Chair		5 min	For approval
		The minutes of the meeting held 6 April 2016 were reviewed. Accepted as a true and accurate record of the meeting without amendment or erasure.				
		2.2 Matters Arising from Previous Meeting			10 min	For noting
		2.2.1 Review of Action Table	Chair			
		A review of the action table was undertaken. Items for discussion at this meeting were noted.				
3		Strategic Priority in Focus				

		3.1	Audit and Risk Management
		<p>Messrs Kevin Doyle and John Dunlop presented the biannual Audit and Risk Management report to members.</p> <p>Key aspects:</p> <ul style="list-style-type: none"> - There have been two meetings since the last report; - A summary of matters completed and those matters that are a work in progress was provided; - Financial statements have been reviewed; - Presentation from KPMG around the internal audit functions and recommendations for the future - Auditor General's review; SCHN well regarded; - Work Plan and budget to be presented at the next meeting; - Top 10 risks: discussion around the risk rating needing to show where it is currently rated versus the target <p>Mr Doyle advised that the policy directive from NSW Health had been revised and the responsibilities for the Board were summarised. Mr Jackson advised that dialogue with the Ministry is ongoing around strategic and operational risks with Dr Brydon noting a positive cultural shift in the organisation in identification and management of risk.</p> <p>ACTION: To present to the Board meeting; after consideration by the ARMC, information around risk management to provide a greater level of visibility for the Board.</p> <p>Mr Dunlop and Mr Doyle expressed their thanks and appreciation for being involved with the ARMC for SCHN. Professor Bennett thanked both members for their efforts in their role. <i>Professor Bennett and Dr Brydon presented gifts to the members as a sign of appreciation.</i></p>	
4		Matters for Discussion	
		4.1	Patient Story
		<p>The patient story relates to adolescent patient who is being cared for in ICU. The summary of the story was circulated in the business papers. Dr Brydon summarised the key areas of challenge for SCHN around cardiac transplantation, social media advocacy, child protection, privacy, guardianship, health issues for other family members, legal issues, appropriate care and treatment and end of life care decision making. Support given by the Board however for the photographing of patients by parents to assist with care and treatment.</p> <p>Discussion ensued around potential opportunities to learn from other health services. It was agreed that there are challenges around the use of smart devices in capturing still images and videos. Decisions around managing the appropriate and inappropriate use of such devices in the healthcare setting was discussed.</p> <p>A second matter regarding a Code Black incident at CHW was also discussed. A debrief has occurred as a result of this matter and relevant stakeholders alerted.</p>	
		4.2	Audit and Risk Committee Charter sign off
		<p>The Audit and Risk Management Committee Charter was tabled for sign off by the Acting Chief Executive and Chair. This was accepted and signed.</p>	
		4.3	Internal Audit Charter sign off
		<p>The Internal Audit Charter was tabled for sign off by the Acting Chief Executive and Chair. This was accepted and signed.</p>	

5	Matters For Information					
	5.1	MEMORY – eMM update				
	<p>A briefing regarding the early roll out and acceptance of the electronic Medication Management component of MEMORY was circulated in the business papers and noted. Dr Brydon provided a summary of the challenges that have arisen during this roll out. Go-Live was previously deferred for several months due to the issues that were discovered during testing which has shown itself to be the best decision for SCHN services. This is now progressing well even though at a very early stage of implementation.</p> <p>The Network was commended as leading the way in this area of innovation. The experiences of SCHN will be shared with other facilities in other states and territories. The SCHN implementation is being done as a research collaborative with Macquarie University. It was noted that training packages and software improvements developed by SCHN will be of benefit to future users and the vendor.</p> <p>ACTION: Board Chair to convey congratulations to the Director Clinical Integration team and clinicians for work done on MEMORY eMM to date.</p>					
	5.2	Westmead Redevelopment Update				
	<p>A briefing providing an update on the Westmead Redevelopment was circulated in the business papers and noted. Dr Brydon advised that overall this is progressing well. Of particular note, the Innovation Hub is progressing faster than anticipated. There will be further information at the next Capital Works Sub-Committee. Engagement with partners continues. Enabling works are progressing well (PSN, NETS, Helipad).</p> <p>Parking and access continue to be a challenge. A meeting is being convened on the challenges of Parramatta and Westmead Precinct access.</p>					
	5.3	COAG meeting update				
	<p>A briefing and communique arising from the most recent Council of Australian Governments meeting was circulated in the business papers and noted. It was agreed to revert back to an Activity Based Funding model. Interactions between hospital and the primary health community is an area to be addressed.</p>					
6	Standing Reports					
	6.1	Chair's Report	Chair	-	5 min	For noting
	<p>The Board Chair provided a verbal update on the following areas:</p> <ul style="list-style-type: none"> • Election (Federal) looming • Paediatric surgical target performance; SCHN are improving but pace of improvement is still inadequate • Thanks to Mr Nott and Professor Jaffe for attending the SCH C2S refurbishment launch even on Monday, 2 May • Kids and Families changes; devolved model – a number of positions changed <p>ACTION: Board Chair and Acting Chief Executive to meet with Acting Secretary regarding this matter.</p> <ul style="list-style-type: none"> • Non-executive session at the conclusion of the meeting • Annual refresher recently at another Board; agreement to undertake a Board review (conducted externally) – package was very well delivered and constructed. A corporate firm which has expertise in this area may be a possible provider of such services <p>ACTION: Mr Nott, Mr Alcock and Dr Bloom to undertake pre-discussion with potential</p>					

		agencies.				
		<ul style="list-style-type: none"> Dr Michael Brydon has been appointed as Chief Executive with the formal announcement to follow 				
		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"> Surgical performance against targets. The state's performance overall has declined with the Minister's office interested in strategies to improve this. SCHN is noted as having slowly progressed. Strategies have been reviewed. Clinicians are working hard to support strategies Suggestion that a more succinct presentation of data, time and dollars – in finance and activity reporting to be considered ACTION: Dr Brydon and Dr Bloom to discuss separate to this meeting. Visits from Cincinnati Children's Hospital and from Scotland – keeping the momentum going on quality Genomics key appointments – still a work in progress Funding enhancement and grants for genomics is highly successful ACTION: Note to Bruce Lord's family from Board Chair expressing sympathy on behalf of Board Mr Alcock referred to the fundraising status – progressing well. Maintaining operational strength from fundraising presently. Children's Cancer Institute – update on this was provided. Philanthropic support needed to enable this Zero Childhood Cancer initiative to continue. Dr Brydon highlighted some risks that have become apparent Paediatric: requested to review governance structure – to be undertaken as soon as practicable Engagement with South Western Sydney regarding paediatric health service development noted. 				
		6.3	SCHN Performance Report – March 2016			
		The SCHN Performance Report for March 2016 was circulated in the business papers. The report was noted.				
7		Board Sub-Committee & Network Committee Minutes				
	*	7.1	Finance and Performance Committee – report for April and minutes (confirmed) for March 2016			
		<p>The report for the April Finance and Performance Committee as well as the ratified minutes of the March meeting were circulated in the business papers and noted.</p> <p>Mr Jackson provided a summary:</p> <ul style="list-style-type: none"> Budget is on track at present; Reduction in salary packaging FBT rate (meal and entertainment) has impacted on revenue; Fundraising meeting targets Expected that SCHN will be on budget at year end. <p>In relation to fundraising, the Head of Fundraising is presenting to the Finance and Performance meeting in June. Communications with the ACNC has slowed however are continuing.</p>				
	*	7.2	Health Care Quality Committee – report for April and minutes (confirmed) for March 2016			
		The report for the April Health Care Quality Committee as well as the ratified minutes of the March meeting were circulated in the business papers and noted				

	*	7.3	Medical and Dental Appointment Advisory Committee – report for April
			The report for the Medical and Dental Appointments Advisory Committee for April was circulated in the business papers and noted
		7.4	Audit and Risk Management Committee – report for April and minutes (confirmed) for November 2015
			The report for the April Audit and Risk Management Committee as well as the ratified minutes of the November 2015 meeting were circulated in the business papers and noted.
9		Details of Next Meeting	
		<p>Date and Location Wednesday, 1 June 2016 Meeting Rooms A & B Prince of Wales Executive Prince of Wales Hospital High Street Randwick</p>	<p>Strategic Focus for Future meetings June – Infrastructure and Technology July – <i>no meeting</i> August – Financial Sustainability</p>