

The Sydney Children's Hospitals Network (Randwick & Westmead)	
Date	Wednesday, 7 October 2015
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 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 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>
Secretariat Contact:	Manager Executive Services Sydney Children's Hospitals Network Ph: 9845 3637 mobile 0417 561 273

TRIM Ref: SCHN14/9871

Minutes
Sydney Children's Hospitals Network Board Meeting
7 October 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 AO (Chair), Mr Richard Alcock, 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, Mr Jeremy Wright</p> <p>Ex-Officio Invitees: Dr Michael Brydon (Acting Chief Executive), Professor Ralph Cohen (MSC Representative, CHW), Mr Brian Jackson (Director Finance and Corporate Services SCHN) and Dr Mary McCaskill.</p>				
		1.2 Apologies	Chair	-		
		Professor Donna Waters, Dr Chris Webber (ex-officio), Dr Robyn Shields AM and Professor Louise Baur.				
		1.3 Declaration of Conflicts of Interest	Chair	-		
		Professor Bennett called for declarations of conflict of interest. Nil were reported.				
2		Minutes and Action Items				
		2.1 Review of Minutes of meeting held on 2 September 2015	Chair		5 min	For approval
		The minutes of the meeting held on 2 September 2015. Mr Alcock had suggested amendments to the minutes which have been incorporated.				
		2.2 Matters Arising from Previous Meeting			10 min	For noting
		2.2.1 Review of Action Table	Chair			
		<p>Dr Brydon provided a verbal update on a number of items including:</p> <ul style="list-style-type: none"> • Ronald McDonald House – Telethon: discussions are ongoing with Channel 7 around dates for next year's event • Workforce Services Plan: to be circulated as only some members received • PwC Medical Workforce Recommendations: there is no further update at present, any updates will be by exception around progress on this • Paediatric: Nil further recommendations for board membership have been received 				

			<ul style="list-style-type: none"> YourSay – letter to Secretary of Health: complete Bright Alliance: a brief summary of actions to date were provided, with Dr Brydon advising that the lease had not yet been finalised.
3	Strategic Priority in Focus		
	3.1	Audit and Risk Management Committee Biannual Report	
		<p><i>Dr Brydon was excused from the meeting at 9.00am to welcome the Accreditation Surveyors, returning to the meeting at 10.00am.</i></p> <p>Mr John Dunlop and Ms Dianne Hill, accompanied by Mr Alan Ching attended the meeting to present the Audit and Risk Management Committee Biannual Report.</p> <p>The key aspects of this presentation focused on summarising progress against:</p> <ul style="list-style-type: none"> Annual Self-Assessment External Audit Items Management letter and recommendations as well as progress to date against each item Internal Audit – review of functions Internal Audit summary <p><i>An ‘in-camera’ session was held following this presentation from 9.15am to 9.25am</i></p> <p>General discussion pertaining to the key aspects of the report ensued with Mr Jackson providing advice on risk management and mitigation strategies</p>	
5	Matters for Discussion		
	5.1	Patient Story	
		<p>The Patient Story this month, presented via the Trapeze Website is a story on the transition of care of a developmentally delayed patient from paediatric to adult health care, from her carer’s perspective.</p> <p><i>Due to AV technical difficulties, this was circulated to members post meeting however a verbal summary was provided.</i></p> <p>NOTED.</p>	
6	Matters For Information		
	6.1	Update on NETS and Pathology	
		Dr Brydon provided a verbal update on the status of NETS and Pathology as a part of the Acting Chief Executive’s report, refer item 7.2. This was NOTED.	
	6.2	Readiness for Accreditation - SCH	
		A briefing regarding the readiness for Accreditation occurring at Sydney Children’s Hospital from Wednesday, 7 October was circulated in the business papers. This was NOTED along with Dr Brydon’s verbal summary as part of the Acting Chief Executive’s report.	
7	Standing Reports		
	7.1	Chair’s Report	Chair
			-
			5 min
			For noting
		<p>Professor Bennett provided a verbal summary of activities to date including:</p> <ul style="list-style-type: none"> Presentation to Office of NSW Kids and Families is to be arranged Departure of former Chief Executive and arrangements for recruitment to replace Meeting with Perpetual Philanthropic Services occurred, with a focus around governance and the best approach 	

		<ul style="list-style-type: none"> The recent announcement and visit concerning the Westmead Precinct redevelopment from both Minister for Health and Premier Director Nursing Midwifery and Education update on recruitment 						
		<table border="1"> <tr> <td>7.2</td> <td>Chief Executive's Report</td> <td>Chief Executive</td> <td></td> <td>5 min</td> <td>For noting</td> </tr> </table>	7.2	Chief Executive's Report	Chief Executive		5 min	For noting
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		<p>Dr Brydon referred to the key aspects of the report, including:</p> <ul style="list-style-type: none"> Performance targets Redevelopment/Capital Works including transport links and review of the CHW Master Plan and NETS planning Accreditation – refer item 6.2 Quality Awards 						
		<table border="1"> <tr> <td>7.3</td> <td>SCHN Performance Report</td> </tr> </table>	7.3	SCHN Performance Report				
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		The Performance Report was circulated in the Business Papers. This was NOTED.						
8		Board Sub-Committee & Network Committee Minutes						
	*	<table border="1"> <tr> <td>8.1</td> <td>Finance and Performance Committee</td> </tr> </table>	8.1	Finance and Performance Committee				
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		The Board NOTED the report for August and confirmed minutes of the July meeting with Mr Jackson providing a verbal summary of year to date position as well as a verbal update on generators, noting that they are performing well.						
	*	<table border="1"> <tr> <td>8.2</td> <td>Health Care Quality Committee</td> </tr> </table>	8.2	Health Care Quality Committee				
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		The Board NOTED the report for the August meeting and confirmed minutes of the July meeting with the Great Ormond Street Hospital benchmarking exercise noted as well as visit from clinicians from Cincinnati, US.						
	*	<table border="1"> <tr> <td>8.3</td> <td>Medical and Dental Appointment Advisory Committee</td> </tr> </table>	8.3	Medical and Dental Appointment Advisory Committee				
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		The Board NOTED the report from the August MDAAC						
		<table border="1"> <tr> <td>8.4</td> <td>Capital Works</td> </tr> </table>	8.4	Capital Works				
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		The report from the inaugural meeting in July and minutes from the joint and SCHN only meetings were circulated and NOTED with commentary around progress to date provided with members in agreement that it is vital that CHW has its own identity and entry point.						
		<table border="1"> <tr> <td>8.5</td> <td>Audit and Risk Management Committee</td> </tr> </table>	8.5	Audit and Risk Management Committee				
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		The report from the September Audit and Risk Management Committee as well as the minutes from the July meeting were NOTED.						
9		Details of Next Meeting						
		<table border="1"> <tr> <td> Date and Location Wednesday, 4 November Boardroom, Level 4 The Children's Hospital at Westmead </td> <td> Strategic Focus for Future meetings November 2015 – Annual Public Meeting December 2015 – Research (to be determined) </td> </tr> </table>	Date and Location Wednesday, 4 November Boardroom, Level 4 The Children's Hospital at Westmead	Strategic Focus for Future meetings November 2015 – Annual Public Meeting December 2015 – Research (to be determined)				
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