

Meeting name	Sydney Children's Hospital Network Board
Date	Wednesday, 5 June 2019
Time(s)	8.30am to 11.30am – SCHN NED Board Meeting (Executives will be invited to Section 5 of the Agenda which will start at 10.00am) NB: A tour of the CASB was scheduled for 11.30am; this was postponed due to weather.
Location	Boardroom, Executive Unit, Level 4 – The Children's Hospital at Westmead
Membership	<p>SCHN Board members Mr David Nott (Acting Chair), Professor Louise Baur AM, Dr Abby Bloom, Ms Joanna Capon OAM Mr Jack Ford, Ms Jane Freudenstein, Ms Elizabeth McEntyre, Mr Bruce MacDiarmid, Professor Kim Oates AM Professor Donna Waters Mr Jeremy Wright Professor Les White AM</p> <p>Ex officio invitees Adjunct Associate Prof Cheryl McCullagh, Acting Chief Executive, Dr Susan Russell (MSC SCH Representative), Dr Kathryn Carmo (MSC CHW Chair), Dr Mary McCaskill (Executive Medical Director, SCHN), Mr Brian Jackson (Director of Finance and Corporate Services, SCHN), Dr Matthew O'Meara (NSW Chief Paediatrician)</p> <p>In attendance Mr Duncan Makeig (Board Chair, Sydney Children's Hospital Foundation) Ms Kate Hurle, Manager Executive Services (Board Secretariat)</p>
Secretariat:	Network Manager Executive Services Phone: (02) 9845 3637 Mobile 0417 561 273

Item	Description	Responsibility	Page No.	Time (mins)	Outcome
1.0	Administrative matters				
1.1	Welcome and attendance Attendees (SCHN Board Members): Mr David Nott (Acting Chair), Professor Louise Baur AM, Dr Abby Bloom, Ms Joanna Capon, Ms Jane Freudenstein, Ms Elizabeth McEntyre, Mr Bruce MacDiarmid, Professor Donna Waters Professor Les White AM Attendees (Invitees): Adjunct Associate Professor Cheryl McCullagh (Chief Executive), Mr Duncan Makeig (Chair, SCHF), Ms Nicola Stokes (CEO, SCHF) The Acting Chair welcomed attendees and acknowledged the traditional owners of the land on which SCHN operates. It was noted that the Medical Staff Council representatives had been advised that they were not required to attend this meeting.	A/Chair	–		Noted
1.2	Apologies Prof Kim Oates, Mr Jeremy Wright, Mr Jack Ford	A/Chair			
1.3	Declaration of Conflicts of Interest Prof Baur noted her role as an investigator in the Fast Track trial which is has been the subject of some media attention as reported in the meeting papers.	A/Chair			
2.0	Administrative matters				
2.1	Review of Minutes of meetings held 3 April 2019 The minutes of the previous meeting were agreed.	A/Chair			Approved
2.2	Matters Arising from Previous Meeting				
2.3	Review of Action Table The Action table was noted.	A/Chair /A/CE			Noted
3.0	Strategic focus area – Foundation and Infrastructure				
3.1	Foundation Presentation Mr Duncan Makeig (SCHF Board Chair) and Ms Nicola Stokes (SCHF Chief Executive Officer) were welcomed to the meeting. The Chief Executive Officer presented on the progress of the Foundation since the restructure 12 months ago that incorporated the CHW fundraising functions into the Foundation. The high level of staff retention and sustained level of funds raised were noted and commended. A preview of an upcoming nationwide campaign that will be launched in the coming weeks as part of the “Curing Homesickness” project was shared. This campaign is structured in a way that allows for children’s hospitals across Australia to benefit, with revenue from sales going to local facilities. The Board thanked Mr Makeig and Ms Stokes for their support of the Network and for attending today’s meeting.	Chair & CE – SCHF			Noted
3.2	Strategic objectives progress – Infrastructure The provided update against the strategic direction was noted and progress acknowledged.	A/CE			Noted
4.0	SCHN Chair and CE Update				

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4.1	<p>4.4.1 Chair's Report</p> <p>The Chair spoke on the current status of matters with the Network and was noted that there are ongoing discussions with the Secretary of NSW Health on all matters at hand.</p> <p>The deep concern of the Board regarding the recently passed motion of the SCH Medical Staff Council in support of leaving SCHN was expressed. The recent media activity was also noted with concern. Discussion focussed on the need to ensure focus on staff welfare during the current period and it was noted that options are being explored in this regard.</p> <p>The Acting Chair and Chief Executive are continuing to work closely with the Ministry of Health in relation to current matters and preparation for the finalisation of the Governance Review.</p> <p>The Board noted support of the initiatives of the Chief Executive in regarding to communications with SCHN staff and NSW Health and affirmed their commitment to working towards a long term outcome that sustainably provides world class clinical care and services to the paediatric population of NSW.</p>	A/Chair			Noted
	<p>4.4.2 Board Representation on External Committees and Groups</p> <p>The updated schedule of Board representation on external committees and group was noted.</p>	A/Chair			Noted
4.2	<p>Chief Executive Report</p> <p>a) SCH Medical Staff Council Motions b) Cardiac Services c) Governance review d) Significant Workforce Matters e) 2019/2020 Service Agreement negotiations f) eMR Integration Go-Live</p> <p>The Chief Executive reports to the meeting were noted.</p>	A/CE			Noted
4.3	SCHN KPI's against Service Agreement	A/CE			Noted
5.0	SCHN Health/Clinical/People and Workforce/Education/Research/Partnerships Update				
5.1	Safe, excellent child and family centred care				
5.1.1	Patient Story	A/CE			Noted
	A letter to the staff of the Paediatric Intensive Care Unit from a parent whose child had been cared for recently was shared with the Board.				
5.1.2	Health Care Quality Committee – Chair's Report a) Terms of Reference for endorsement	Chair – HCQC			Item held over
5.1.3	Clinical Council – Chair's Report	Chair – CC			Item held over
5.1.4	Clinical Operations Report	A/CE			Item held over
5.1.5	Clinical Services Direction	A/CE			Item held over
5.1.6	Complex PICU Patients	A/CE			Item held over
5.2	People and Culture / Education				
5.2.1	Work Health and Safety (monthly report)	A/CE			Item held over

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5.2.2	Appraisal Compliance Report	A/CE			Noted
	The compliance report was review. The Acting Chief Executive noted that improving completion rates of appraisal remains a priority for the Network, however in the context of other matters at hand, including the Winter peak activity period, a significant improvement in the short term is not anticipated.				
5.2.3	Director's Report – Medical and Dental Appointments Committee	A/CE			Noted
5.3	Research				
5.3.1	Director's Report – research activity and achievement				Noted
	The significant ongoing achievements in the Research directorate were acknowledged and commended.				
5.4	Partnerships and Networks				
5.4.1	Chair's Report – Stakeholder Engagement and Communications Committee	Chair – SECC			Noted
5.4.2	Schedule of Upcoming SCHN Events	A/CE			Noted
5.4.3	Safety Pause	A/Chair			Noted
	Prof White attended the Paediatric Intensive Care Unit and met with staff prior to the meeting's commencement.				
6.0	Finance / Infrastructure / Systems & Processes				
6.1	Finance and Performance a) Chair's Report – Finance and Performance Committee	Chair – F&PC / DFCS			Discussion
	The Director of Finance and Corporate Services joined the meeting for Section 6.0 of the agenda.				
	The detailed report was discussed, noting the ongoing pressures on the SCHN budget. Activity levels remain high across the Network and expenditure to meet patient care needs exceeds budget. The measures approved to support the increase in activity over winter were noted to be impacting the budget; it was discussed that these are responding to patient demand.				
	Discussion recognised that there is significantly more pressure overall on the NSW Health budget than in previous years and it is not anticipated that any additional allocations will occur.				
	It was noted that Service Level Agreement negotiations are underway and SCHN are strongly advocating for next year's allocation and targets, with the concern remaining that there is a gap between the level of activity that is funded as compared to what is required for service provision. It is not expected that growth funding will be available.				
	It was recommended and agreed that the 2019/ 2020 service level agreement be accompanied by a qualification letter that acknowledges the agreed targets but documents the concerns of the Board and Executive regarding the Network's ability to meet these and maintain services. It was acknowledged that there is an expectation that SCHN will identify cost reduction strategies as well as advocating for additional funding and consideration needs to be given as to what may be implementable.				
	The Director of Finance recommended that the Board support a qualification letter as part of the SCHN response to the proposed Service Agreement. This approach was supported and it was agreed that this action be delegated to a subgroup consisting of Bruce MacDiarmid, David Nott and Abby Bloom in conjunction with the Director of Finance and				

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	Chief Executive.				
	Action / Decision: The development of a qualification letter to be submitted to NSW Health as an addendum to the 2019/2020 Service Agreement was supported by the Board and delegated to the noted members to progress.				
6.2	Infrastructure				
	a) Chair's Report - Capital Works Subcommittee	Chair – CWSC			Noted
	The report of the Capital Works subcommittee was noted.				
	b) Asset Strategic Plan	A/CE / CWSC			Endorsed
	The SCHN Asset Strategic plan was submitted for endorsement. The plan was previously discussed at the SCHN Capital Works Subcommittee which considered alternate approaches to managing the anticipated gap between the allocated funding for the SCH Redevelopment and the anticipated cost of the optimal plan for the site.				
	It noted that the project is in the early stages of planning and that that the final revision of the Asset Strategic plan prepared following the Committee's discussion more closely aligned with the current funding allocation and is within 5% of budget.				
	Action / Decision: The Board endorsed to the submission of the asset strategic plan, subject to confirmation with the Chair of the Capital Works Committee if required.				
6.3	Risk Management				Noted
	a) Internal Audit Activity Report	A/CE / DFCS			
	The provided report was reviewed and discussed. It was noted that in the context of the available resources, strong progress was being made.				
6.4	b) Shared NSW Ministry Risk Report c) SCHN Strategic Risks d) SCHN Operational Risks	DFCS			Held Over
6.5	Services Agreements (SCH)	DFCS			Noted
	The DFCS advised that discussions are ongoing regarding these agreements. The agreement regarding the Ophthalmology Services has been the initial focus due to service provision issues that required attention.				
7.0	Correspondence received				
	Nil correspondence was received for the period				
7.0	For Noting				
7.1	Minutes of Subcommittees				
	The Minutes of Subcommittees of the Board were noted.				
8.0	Business without notice				
9.0	Next meeting				

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The next meeting of the Sydney Children's Hospitals Network Board will be held 24 July 2019 at Sydney Children's Hospital, Randwick in the Boardroom, Bright Alliance, Level 9

It was agreed that an extraordinary meeting would be called if required before that date, dependant on the timing of the release of the Governance Review.