

Meeting name	Sydney Children's Hospital Network Board
Date	Wednesday, 24 July 2019
Time(s)	8am to 8.30am – NED Meeting 8.30am – 11.30am SCHN Board meeting (Executive invitees joined the meeting at approximately 10.45am)
Location	Boardroom, Executive Unit, Level 9– Bright Alliance, Sydney Children's Hospital, Randwick
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)	Action
1.0	Administrative matters			5mins	
1.1	Welcome and attendance <i>Board Members:</i> Present: David Nott (Acting Chair), Louise Baur, Jack Ford, Jane Freudenstein, Elizabeth McEntyre, Bruce MacDiarmid, Donna Waters, Jeremy Wright, Les White <i>Leave of Absence:</i> Abby Bloom <i>Invitees:</i> Present: Cheryl McCullagh, Brian Jackson, Chris Cowell, Matthew O'Meara, Sue Russell <i>Presenters (Item 5.0):</i> Chris Cowell, Ian Alexander	A/Chair	-		Noting
1.2	Apologies <i>Board Members:</i> Kim Oates, Joanna Capon <i>Invitees:</i> Duncan Makeig, Kathryn Carmo	A/Chair	-		
1.3	Declaration of Conflicts of Interest	A/Chair	-		
2.0	Administrative matters			10mins	
2.1	Review of Minutes of meetings held: - 5 June 2019	A/Chair			Approved
2.2	Matters Arising from Previous Meeting				
2.3	Review of Action Table Noted.	A/Chair / A/CE			Noted
3.0	SCHN Chair and CE Update				
3.1	Chair's Report The Chair advised that the NED session held prior to the commencement of the meeting had discussed the preparations for the upcoming Roundtable sessions and the management of potential impacts following the event. Discussion regarding the financial forecasts also occurred.	Chair	-		Noted
3.2	Chief Executive Report a) Governance review and Facilitated Session - 27 July 2019 The provided briefing was noted. The need to be prepared to provide support to staff participating in the event if required was noted. It was noted that correspondence from the Board regarding the recommendations of the Governance Review has been sent to the NSW Health Secretary. b) Cardiac Services The provided report was noted and the ongoing work of the Heart Action Group acknowledged. c) Significant Workforce Matters The provide report was noted. The CE recommended that the frequency of this report be reduced to quarterly, with reporting by exception of any matters of immediate significance; this was agreed. Action: The Significant Workforce Matters report will be provided one quarterly, with the next report to be provided in November 2019.				

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	d) Report from the Auditor General – LHD Governance				
	The Auditor's General Report was prepared in relation to LHD Governance and did not include SCHN in its scope. Its findings and recommendations were noted to still be of relevance to SCHN and would be of value in considering governance matters following the decisions of NSW Health regarding SCHN Governance. It was noted that this report has also been considered by the SCHN Audit and Risk Committee.				
	Action: Further analysis of the Auditor General's Report to occur in the context of actions post the decisions regarding SCHN Governance.				
3.3	KPI's against Service Agreement	CE			Noted
	The Performance report was noted.				
4.0	Finance / Infrastructure / Systems & Processes			30mins	
4.1	Finance and Performance				
	a) Chair's Report – Finance and Performance Committee				
	The provided report was reviewed and the year-end financial results were noted as follows:				
	<ul style="list-style-type: none"> • The Network finished the year with an unadjusted General Fund surplus of \$1.2m. • However, this result included the \$14.0m of cash assistance from the Ministry. • Without the inclusion of the cash assistance, the year end result was a General Fund deficit of \$12.7m (\$11.4m on Expenses, and \$1.3m on Revenue). • The adverse result was mainly due to the employment of additional (unbudgeted) nursing, medical and allied health staff in anticipation of high levels of activity in the second half of the year, as well as higher than anticipated repairs and maintenance costs at both hospitals. • Patient Revenue was also \$3.0m lower than Budget due to continuing decreases in private health insurance participation rates, and policies that do not cover patients for their procedures. • The Network finished the year 3.2% ahead of activity on the official Ministry figures – the ABF value of this additional activity is around \$14.9m at the discounted growth rate. 				
	b) Budget Matters 2019/2020				
	Discussions are ongoing with NSW Health regarding the 2019 / 2020 Services agreement. The an updated Service Level Agreement (SLA) and Budget to the Network on Wednesday 10 July 2019 due to a significant error in the calculation of Purchasing Adjustors used to determine the level of activity underpinning the funding model.				
	Overall, the new SLA provides very limited growth funding to the Network which is largely offset by new requirements for the Network to meet Efficiency Dividends and Purchasing Savings.				
	It was noted that discussion and correspondence between SCHN and NSW Health regarding the SLA and associated pricing and budget matters is continuing, however there remains significant issues to resolve with the additional complexity of the uncertainty created by the pending decision regarding SCHN governance. It was noted that the recommendations of the Governance Review would require significant funding, which is not considered in the current SLA.				
	The previously agreed delegation to manage these negotiations on behalf of the Board to a subgroup consisting of Bruce MacDiarmid, David Nott and Abby Bloom in conjunction with the Director of Finance and Chief Executive was noted and agreed as the appropriate strategy to continue the discussion.				
	a) Redevelopment Update				
	The provided report and progress of the redevelopment projects were noted.				
4.3	Risk Management				Noted
	<ul style="list-style-type: none"> a) NSW Ministry Risk Report b) SCHN Operational Risks c) SCHN Strategic Risks 				

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	The risk reports were noted.				
4.4	Shared Services Agreements (SCH)	DFCS			Noted
	The provided report was noted and the decision to defer the majority of negotiations pending the outcome of the governance review acknowledged.				
4.5	eMR Integration Go-Live Update	CE			Noted
	The provided report was noted.				
5.0	Strategic Focus - Research				
5.1	Research Presentation (includes patient story)	DoR	-		Discussed
	Professors Chris Cowell and Ian Alexander were welcomed to the meeting and provided an update on the progress and achievements of the SCHN Research team. The strength and value to the Network structure, as well as the partnerships including Paediatrico, SPHERE and Sydney Health Partners was highlighted.				
	The increasing clinical importance, as well as potential commercial opportunities of the field of genomics was a key highlight.				
	A copy of the presentation is attached to these minutes for reference.				
5.2	Strategic objectives progress – Research	DoR			Discussed
	The provided report The excellent results in governance measures and KPI's achieved by the SCHN research team were noted, particularly in the area of ethics approval and governance.				
6.0	SCHN Strategic Domain Reports				
6.1	Safe, excellent child and family centred care			20mins	
6.1.1	Health Care Quality Committee – Chair's Report (including Terms of Reference for endorsement)	Chair – HCQC			Endorsed
	The Chair's report was noted.				
	The revised Terms of Reference were considered and feedback given regarding recommended amendments to enhance the focus on risk. The HCQC Co-Chair advised that the Terms of Reference would be revised based on this feedback. It was agreed to delegate the finalisation of these revisions to the HCQC.				
	Action: A further revision of the HCQC Terms of Reference will be undertaken and endorsed by the Committee.				
6.1.2	Clinical Quality Attestation Statement				Withdrawn
	The HCQC Co-Chair recommended that this item be deferred to the September meeting to allow its discussion to occur in conjunction with the presentation of the Quality Account and other relevant reports. This was agreed and the item was withdrawn.				
	Action: The Clinical Quality Attestation statement will be resubmitted to the September meeting of the SCHN Board.				
6.1.3	Clinical Council – Chair's Report <i>Nil report</i>	Chair – CC	-		
6.1.4	Clinical Operations Report	DCO			Noted
	The provided report was noted.				
6.1.5	Clinical Services Direction	DCO			

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	The provided report was noted.				
7.0	People and Culture / Education				
7.1	Work Health and Safety (monthly report)				Noted
	The provided report was noted.				
7.2	Appraisal Compliance Report				Noted
	The provided report was noted.				
7.3	Director's Report – Medical and Dental Appointments Committee				Noted
	The provided report was noted.				
8.0	Partnerships and Networks				
8.1	Chair's Report – Stakeholder Engagement and Communications Committee				Noted
	The provided report was noted.				
8.2	Schedule of Upcoming SCHN Events				Noted
	The provided report was noted.				
8.3	Safety Pause		-		Noted
9.0	Correspondence received				
9.1	Report from the Auditor General – LHD Governance				Noted
	Refer to item 3.2 (d)				
9.2	Letter - National Principles for Child Safe Organisations - National Children's Commissioner	-			Noted
10.0	For Noting				
10.1	Subcommittee Minutes				
	Minutes of Subcommittees of the Board attached as Appendix A were noted/				
12.0	Business without notice				
	No further business was raised.				
13.0	Next meeting				
	The next meeting of the Sydney Children's Hospitals Network Board will be held 4 September 2019 at The Children's Hospital at Westmead.				