

The Sydney Children's Hospitals Network (Randwick & Westmead)	
Date	Wednesday, 4 October 2017
Time	8.30am to 11.30am
Location	Level 9 Boardroom, Bright Alliance, Randwick
Membership	<p>SCHN Board members Professor Christine Bennett AO (Chair) Professor Louise Baur AM Dr Abby Bloom Mrs Joanna Capon OAM Mr Jack Ford Mrs Renata Kaldor AO Mr Bruce MacDiarmid Mr David Nott Emeritus Professor Kim Oates AM Dr Robyn Shields AM Professor Donna Waters Mr Jeremy Wright Emeritus Professor Les White AM</p> <p>Ex officio invitees Dr Michael Brydon (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) Dr Matthew O'Meara (Acting Chief Paediatrician) Mr Duncan Makeig (Sydney Children's Hospital Foundation – Observer)</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 October 2017

ITEM	By Exception *	DESCRIPTION	RESPONSIBILITY	PAGE NO.	TIME	ACTION REQUIRED
1		Administrative Matters			5 min	For noting
		1.1 Welcome and Attendance	Chair	-		
		1.1 Welcome and Attendance Attendance: Professor Christine Bennett AO (Chair), Dr Abby Bloom, Mr Jack Ford, Mrs Renata Kaldor AO, Mr Bruce MacDiarmid, Mr David Nott, Emeritus Professor Kim Oates AM, Professor Donna Waters, Mr Jeremy Wright, Emeritus Professor Les White AM Ex-Officio Invitees: Dr Michael Brydon, Professor Ralph Cohen, Dr Mary McCaskill, Mr Brian Jackson, Dr Matthew O'Meara, Mr Duncan Makeig				Chair
		1.2 Apologies	Chair	-		
		Professor Louise Baur AM, Mrs Joanna Capon, Dr Robyn Shields, Dr Chris Webber				
		1.3 Declaration of Conflicts of Interest	Chair	-		
		Mr Jeremy Wright referred to his participation with a French Pharmaceutical Company, MedDay who has a new treatment for Progressive Multiple Sclerosis that they wish to introduce into Australia. Given that MS is a predominately adult chronic disease, the risk of conflict is considered minimal.				
2		Minutes and Action Items				
		2.1 Review of Minutes of meeting held on 8 September 2017	Chair		5 min	For approval
		The minutes of the meeting of 8 September were reviewed with corrections made. With these amendments they were accepted as a true and accurate record.				
		2.2 Matters Arising from Previous Meeting			10 min	For noting
		2.2.1 Review of Action Table	Chair			
		Matters referred to in the action table were noted as being addressed throughout the agenda				
3		Work Health and Safety				
		3.1 WHS reporting				

		Dr Brydon referred to the WHS report for the month of August. This was noted by the Board.
4		Strategic Priority in Focus – Infrastructure and Technology
	4.1	Audit and Risk Biannual Report
		<p>Mr Nott on behalf of Ms Dianne Hill, Independent Chair of the Audit and Risk Committee referred to the biannual report. Mr Nott provided additional commentary summarising the activities of the ARC, and in particular the following aspects:</p> <p>Strategic Risks (top 10) were summarised and emerging risks has now been added to the ARC agenda. Mr Jackson provided supplementary information pertaining to ongoing matters. In relation to the summary of “operational risks” that are ranked as high, a discussion occurred on what/how frequently this information should be brought to Board. It was agreed that the Board should receive a summary of the operational risks rated as high every 6 months, such summary to include details of potential impact, mitigating actions and progress towards the target risk rating. In relation to the External Audit report, the Audit Office of NSW provided their <i>unqualified</i> report for the end of financial year <i>on the main financial statements</i> and Mr Jackson provided advice on the status of matters in response to the External Audit Management Letter.</p> <p>Dr Brydon provided advice regarding Internal Audit functions referring to the review and report arising from the consultation with an external consultancy.</p> <p>The work of the ARC and Internal Audit and Network management teams were noted by the Board and appreciation expressed.</p>
	4.2	Presentation – Patient Safety Dashboard
		<p>Mr David Sze, Data Analyst Clinical Governance Unit provided a demonstration of the Patient Safety Dashboard and the various ways staff across the Network can access key information to support patient safety and incident management. This tool is a bespoke resource, created specifically to meet the needs of the staff.</p> <p>The Board noted and congratulated Mr Sze on the creation of this dashboard.</p>
5		Matters for Discussion
	5.1	Foundation
		Mr Makeig provided an update on progress to date around the extension of the Foundation’s remit including work being done to ensure robust governance is in place with further due diligence required before a launch in February 2018. The Board supported the next phase of due diligence.
	5.2	Presentation - SCHN Education Plan
		<p>Adjunct Professor Debra Cutler, Network Director Nursing, Midwifery and Education presented the SCHN Education Plan. The plan was summarised for the information of the Board with the following key areas highlighted:</p> <ul style="list-style-type: none"> - Structure of education services across the Network - Student hours - Mandatory Training compliance - Education activity summary across the Network - Simulation activity - Purposes of Education Plan and expected outcomes

		The Board noted the Plan and acknowledged the codesign strategy in its development.					
		5.3	Staff Survey Results				
		Dr Brydon referred to the briefing and report outlining the results for the Network noting that the engagement results by staff was significant when compared to other agencies across the State. A set of strategies to address areas of concern is under development.					
		5.4	Non-Executive Session				
		The Board Chair requested a non-executive session.					
6		Matters For Information					
		6.1	Patient Story				
		The Patient Story focused on the challenges for junior medical staff and the support and encouragement from the SCHN community. The short video, used during Celebration Week demonstrated the level of appreciation for the work undertaken by our junior doctors and the culture of support at the Network.					
7		Standing Reports					
		7.1	Chair's Report	Chair	-	5 min	For noting
		Professor Bennett referred to recent events and activities including: - Council of Board Chairs meeting – feedback arising from this					
		7.2	Chief Executive's Report	Chief Executive		5 min	For noting
		- The report circulated in the business papers was summarised by Dr Brydon. Dr Brydon indicated that the finances remain under pressure driven significantly by the above target activity. He reported both precinct redevelopments are making positive progress and stage 2 KRI have been completed successfully on time.					
		7.3	SCHN Performance Report – August 2017				
		The SCHN Performance Report was noted with commentary provided in the CE report.					
8		Board Sub-Committee & Network Committee Minutes					
	*	8.1	Finance and Performance Committee – report for September 2017 and minutes for August 2017				
		The report and minutes circulated in the business papers were noted. Mr Jackson advised that the financial statements were signed off unqualified by the Audit Office with no amendments. Ownership of the three SCHN floors of Bright Alliance has been substantially resolved although some details of the governance are still to be finalised.					
	*	8.2	Health Care Quality Committee – report for September 2017 and minutes for August 2017				
		The report and minutes circulated in the business papers were noted. Presentation on Policies dashboard was noted with this to be circulated to members . Mr Wright noted a downward trend in serious incidents indicating a high rate of staff engagement in quality and safety initiatives					
	*	8.3	Medical and Dental Appointment Advisory Committee – report for September 2017				
		The report circulated in the business papers was noted.					
10		Details of Next Meeting					

Date and Location

Wednesday, 1 November 2017
Boardroom, Level 4
The Children's Hospital at
Westmead

Strategic Focus for Future meetings

November – Annual Public Meeting
December – to be confirmed