

<b>The Sydney Children's Hospitals Network (Randwick &amp; Westmead)</b>	
<b>Date</b>	Wednesday, 7 September 2016
<b>Time</b>	8.30am – 11.00am
<b>Location</b>	Meeting Rooms A & B, Prince of Wales Hospital, Randwick
<b>Membership</b>	<p><b>SCHN Board members</b>            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            Professor Donna Waters            Mr Jeremy Wright</p> <p><b>Ex officio invitees</b>            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)</p> <p><b>Attendees</b>            Ms Maryanne Lynch (Manager Executive Services, SCHN Board Secretariat)</p>
<b>Secretariat Contact:</b>	Manager Executive Services Sydney Children's Hospitals Network Ph: 9845 3637 mobile 0417 561 273

**Minutes**  
**Sydney Children's Hospitals Network Board Meeting**  
**7 September 2016**

ITEM	By Exception *	DESCRIPTION	RESPONSIBILITY	PAGE NO.	TIME	ACTION REQUIRED
<b>1</b>		<b>Administrative Matters</b>			<b>5 min</b>	<b>For noting</b>
		<b>1.1 Welcome and Attendance</b>	<b>Chair</b>	-		
		<p><b>1.1 Welcome and Attendance</b> <span style="float: right;"><b>Chair</b></span></p> <p><b>Attendance:</b>            Professor Christine Bennett AO (Chair), Mr Richard Alcock (Deputy Chair), Professor Louise Baur AM, Dr Abby Bloom, Mr Jack Ford, Professor Adam Jaffe, Mrs Renata Kaldor AO, Mr David Nott, Dr Robyn Shields AM, Professor Donna Waters, Mr Jeremy Wright</p> <p><b>Ex-Officio Invitees:</b>            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 Finance and Corporate Services, SCHN).</p> <p>The meeting was opened at 8.30.</p> <p>Welcome to Dr Matthew O'Meara, Acting Chief Paediatrician as an observer at the SCHN Board. Mr Duncan Makeig will be joining future SCHN Boards, representing the SCHF Board.</p> <p>Professor Bennett noted the recent communication regarding Mr Alcock – having been recently appointed to the WSLHD Board. Mr Alcock will continue until the end of 2016 with SCHN Board. Process to be undertaken to recruit to this position.</p>				
		<b>1.2 Apologies</b>	<b>Chair</b>	-		
		Mrs Joanna Capon OAM, Emeritus Professor Kim Oates AM.				
		<b>1.3 Declaration of Conflicts of Interest</b>	<b>Chair</b>	-		
		Dr Michael Brydon, has accepted other Board positions – Australian Healthcare and Hospitals Association, Children's Hospitals Australasia and NSW Health Pathology – appropriate relationships in his capacity as Chief Executive of the Network.				
<b>2</b>		<b>Minutes and Action Items</b>				
		<b>2.1 Review of Minutes of meeting held on 3 August 2016</b>	<b>Chair</b>		<b>5 min</b>	<b>For approval</b>
		The minutes of the meeting held 3 August 2016 were reviewed. Minor amendments and otherwise accepted as true and accurate record.				
		<b>2.2 Matters Arising from Previous Meeting</b>			<b>10 min</b>	<b>For noting</b>

			<b>2.2.1 Review of Action Table</b>	<b>Chair</b>			
			These are addressed through the business items.				
<b>3</b>		<b>Strategic Priority in Focus – People and Leadership</b>					
		<b>3.1</b>	<b>Workforce and Work Health and Safety Presentation</b>				
		<p>Mr Ian Fuller, Director Workforce was welcomed to the meeting along with Ms Sarah Freeman, Work Health and Safety Manager to present an overview of Work, Health and Safety legislation, priorities of the Workforce Directorate and strategies around Work, Health and Safety.</p> <p>The summary of the topics presented were:</p> <ul style="list-style-type: none"> <li>- Changes to legislation and key aspects of these changes</li> <li>- Due diligence and requirements – six key steps</li> <li>- Other key pieces of legislation, policies and procedures</li> <li>- Systems and resources</li> <li>- Auditing and reporting to CE and to the Board</li> <li>- Reporting processes – clarification was sought on the frequency on information flow to the Board. This will be addressed in coming meetings.</li> <li>- It was noted that the Audit and Risk Management Committee (ARMC) is reviewing its role in the oversight of WHS and Risk Management.</li> <li>- Data summarising Workers' Compensation incurred, rates of incidents and claims were noted.</li> <li>- Most common claims are manual handling injuries. Query regarding travel claims was raised and clarified.</li> <li>- In comparison to other LHDs, SCHN performs well</li> <li>- Focus area over the past month on fatigue amongst staff. There is a threshold for overtime and a track and trigger system. This is managed in tandem with the Clinical Governance Director (Medical Administration)</li> <li>- Workforce key highlights and items arising from the Workforce Strategy: <ul style="list-style-type: none"> <li>o Aboriginal branding – making the services and locations and 'safe' place for members of the Aboriginal community. New artwork noted and commended.</li> </ul> </li> </ul>					
<b>4</b>		<b>Matters for Discussion</b>					
		<b>4.1</b>	<b>Patient Story – Consumer Engagement (Video)</b>				
		Dr Brydon referred to a video link which showcased the Consumer Engagement undertaken by the Network; a reminder of the challenges and the engagement of our families. It was agreed that this should be shared with new clinical staff, as part of SCHN orientation. Further rollout to all existing staff and all students was also encouraged. The Board commended the families who contributed to the excellent communication message.					
		<b>4.2</b>	<b>Academic Health Science Partnership (AHSP)</b>				
		Dr Brydon referred to the content within the Chief Executive's report (item 6.2) and provided members with further context regarding the financial contribution (0.025% of expenditure) which is half that of other LHDs given SCHN's similar roles in Sydney Health Partners. Two of the themes submitted into AHSP were seen as two of the top 12 submissions – refer to CE report. There are other contributions in the research space being made.					
		<b>4.3</b>	<b>Cardiothoracic Pumps</b>				
		A briefing regarding the bacteria found on a specific brand of cardiothoracic surgery heater/cooler devices was circulated in the business papers. The members NOTED the					

		briefing provided. Any exposure may not become apparent until the next three to five years. There are four sites in NSW that are affected and other sites across Australia and internationally.				
<b>5</b>		<b>Matters For Information</b>				
		<b>5.1</b>	<b>Fundraising Methodology (telemarketers)</b>			
		A briefing regarding the newly developed strategy to engage with donors through telemarketing was circulated in the business papers. The members NOTED the briefing provided. This is a commonly used practice across Australia and has proven to be successful in other paediatric fundraising spaces.				
<b>6</b>		<b>Standing Reports</b>				
		<b>6.1</b>	<b>Chair's Report</b>	<b>Chair</b>	<b>-</b>	<b>5 min</b> <b>For noting</b>
		<p>Professor Bennett referred to recent activity including:</p> <ul style="list-style-type: none"> <li>• Paediatrico – finalisation of governance arrangements, including Chairperson is continuing as well as final legal aspects.</li> <li>• Stage 2 for Westmead Redevelopment – further discussions with Ministry and other stakeholders</li> <li>• Council of Board Chairs Meeting (occurred last Monday) – Ms Koff provided her inaugural address as Secretary and provided Chairs with a clear vision for the future. <ul style="list-style-type: none"> <li>○ 19 June 2017 – the Annual Board Members' Conference</li> <li>○ Presentations from HealthShare and eHealth, Audit and Risk as well as Health and Safety</li> </ul> </li> <li>• General discussion occurred in relation to the recent public profile of NSW Health</li> </ul> <p><b>Action:</b> correspondence to be developed for Chair to communicate with Premier's Office.</p>				
		<b>6.2</b>	<b>Chief Executive's Report</b>	<b>Chief Executive</b>		<b>5 min</b> <b>For noting</b>
		<p>In addition to the circulated report, Dr Brydon emphasised:</p> <ul style="list-style-type: none"> <li>• Surgery performance – continues to improve and this is particularly pleasing given the activity over the past three months</li> <li>• Retained Emergency performance during a challenging time.</li> <li>• Medical gases update</li> <li>• Quality – EMM roll-out – at this early stage this has proven to be a successful implementation</li> <li>• Research updates – discussion around recent developments and initiatives</li> <li>• Infrastructure – Bright Alliance – planned move is late 2016.</li> <li>• Updates on Randwick and Westmead – communications to staff are satisfactory but always opportunities to improve</li> <li>• NETS move – delayed due to extenuating circumstances out of SCHN's control</li> <li>• Update from ARMC meeting that occurred this week – full presentation to Board in October. Accounts approved. Noted that SCHN came in on budget and no drawing on untagged SP&amp;T funds to bridge any gaps. ARMC is planning to engage the Board in the next few months on an approach to Risk Tolerance and Appetite.</li> </ul> <p><b>ACTION:</b> Joint meeting with SCHF in early 2017 to be arranged.</p> <p><b>ACTION:</b> Timing of events DCRM and location and any relevant links to information pertaining to the event. Amendment to schedule</p>				
		<b>6.3</b>	<b>SCHN Performance Report – August 2016</b>			
		The report for August was circulated in the business papers. Dr Brydon's additional				

		comments in relation to surgical targets were referred to under item 6.2.	
<b>7</b>		<b>Board Sub-Committee &amp; Network Committee Minutes</b>	
	*	<b>7.1</b>	<b>Finance and Performance Committee – report for August and minutes (confirmed) for July 2016</b>
		The report for the August Finance and Performance Committee as well as the ratified minutes of the July meeting were circulated in the business papers and were noted.	
	*	<b>7.2</b>	<b>Health Care Quality Committee – report for August and minutes (confirmed) for July 2016</b>
		The report for the August Health Care Quality Committee as well as the ratified minutes of the July meeting were circulated in the business papers and were noted.	
	*	<b>7.3</b>	<b>Medical and Dental Appointment Advisory Committee – report for August</b>
		The report for the Medical and Dental Appointments Advisory Committee for August was circulated in the business papers and was noted.	
<b>9</b>		<b>Details of Next Meeting</b>	
		<b>Date and Location</b> Wednesday, 5 October 2016 Level 4 Boardroom The Children’s Hospital at Westmead	<b>Strategic Focus for Future meetings</b> October – Audit and Risk Management November – Annual Public Meeting December – Research and Marketing and Community Relations