

The Sydney Children's Hospitals Network (Randwick & Westmead)	
Date	Friday, 8 September 2017
Time	8.30am to 11.30am
Location	NETS Base, Bankstown Airport
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
8 September 2017

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), Professor Louise Baur AM, Dr Abby Bloom, Mr Jack Ford, Mr Bruce MacDiarmid, Mr Jeremy Wright, Emeritus Professor Les White AM.</p> <p>Ex-Officio Invitees: Dr Michael Brydon, Dr Christopher Webber, Dr Kath Carmo (for Professor Ralph Cohen) Mr Brian Jackson, Dr Matthew O'Meara</p>				
		1.2 Apologies	Chair	-		
		Mrs Joanna Capon OAM, Mrs Renata Kaldor AO, Emeritus Professor Kim Oates AM, Dr Robyn Shields AM, Professor Donna Waters, Professor Ralph Cohen, Dr Mary McCaskill and Mr Duncan Makeig				
		1.3 Declaration of Conflicts of Interest	Chair	-		
		Professor Bennett referred to recent advice from the Audit Office of NSW regarding previous involvement with HealthCare Australia; formerly the Pacific Nursing Solutions Board (noting that there has not been involvement since 2006) which was purchased by HealthCare Australia. No other conflicts of interest were declared.				
2		Minutes and Action Items				
		2.1 Review of Minutes of meeting held on 2 August 2017	Chair		5 min	For approval
		The minutes of the meeting held on 2 August were reviewed. The minutes were accepted as a true and accurate record of the meeting with a minor amendment being attended to.				
		2.2 Matters Arising from Previous Meeting			10 min	For noting
		2.2.1 Review of Action Table	Chair			
		The action table status was reviewed with actions noted. Research Talking points (based on Board meeting in December 2016) – confirm that this has been completed. Foundation update; on the agenda.				
3		Work Health and Safety				

		3.1	WHS reporting
		<p>Dr Brydon referred to the WHS report for the information of members. There was a query regarding WHS considerations with NETS in relation to its location and training. Particular information was sought regarding the safe use of helicopters, particularly around training to manage inflight incidents over water. The Board was assured that these issues are being worked through. NETS and Bear Cottage are included in the CHW WHS external audit schedule. There was a query regarding the availability of data on the staff uptake of the flu vaccination. Highest ED attendances on record at CHW and SCH.</p>	
4		Strategic Priority in Focus – Infrastructure and Technology	
		4.1	Tour of NETS Base – Bankstown Airport
		<p>The Board were provided a tour of the NETS Base with Dr Andrew Berry, Statewide Director of the service providing an overview of the history of NETS (Newborn and paediatric Emergency Transport Service), the services provided and how NETS works to support the care and treatment delivered to patients across NSW.</p>	
		4.2	Presentation – Capital Works/Redevelopment update
		<p>Mr Jackson presented on progress to date in the Westmead Precinct and future proposed works. Progress includes design, operational planning and mitigating risks around navigating the site. The Premier attended CHW yesterday (7 September) to make an announcement around Wesley Lodge and the impact of the Light Rail.</p> <p>Mr Jackson summarised the status of the funding allocation and showed a proposed expanded footprint for Randwick redevelopment. Discussions with key partners such as SESLHD and HI continue with the Executive Steering Committee receiving approval to develop a scheme design for ED. Dr Brydon added that this still remains an unfunded project.</p> <p>Discussion ensued regarding advances in technology, ensuring that the organisation’s future infrastructure is equipped with relevant technologies that maximise the use of staff skills. Ms McCullagh provided an update noting that discussions are occurring across the state to review need.</p>	
5		Matters for Discussion	
		5.1	Foundation
		<p>Professor Bennett referred to recent appointment of the CEO of the Sydney Children’s Hospital Foundation.</p> <p>In relation to ongoing discussions around future fundraising structures, it was noted that progress is being made, with options still being explored.</p> <p>The Board approved for a delegation representing the Board to continue with discussion to proceed with the Foundation.</p>	
		5.2	Service Delivery
		<p>Dr Brydon and Ms McCullagh referred to delivery of services and expectations from the community, particularly around the encouragement of local health districts to manage their own patient cohort appropriately and safely.</p> <p>Discussion occurred regarding the winter demand and the impact of this year’s flu epidemic. It</p>	

		<p>was noted that strategies were employed to address demand with ongoing consideration of other initiatives, noting the significant efforts of staff to date.</p> <p>It was agreed that a presentation from the Medical Staff Councils and Director Clinical Operations be provided to the Board summarising the activity pressures and strategies in place at the Network.</p>				
6		Matters For Information				
	6.1	Patient Story				
		<p>Following recent Board Member visits to Bear Cottage, the patient story was shared via video around end of life management; a key aspect of the service Bear Cottage provides.</p> <p>Dr Brydon referred to recent discussions around the prospect of having an Ambassador of Children and Young People with Life Limiting Illness. Further discussion around the demand for end of life care for young adults ensued.</p>				
	6.2	Service Level Agreement				
		A briefing highlighting key changes to the Service Level Agreement was provided as part of the Business papers and noted.				
7		Standing Reports				
	7.1	Chair's Report	Chair	-	5 min	For noting
		<p>Professor Bennett referred to recent events and activities including:</p> <ul style="list-style-type: none"> - Thanks to Professor Kim Oates for attending Paediatrico on Wednesday evening. The meeting discussed projects to be targeted over the coming months. In relation to recruitment, Korn Ferry is progressing recruitment of an executive director. - Working Group being commenced with SESLHD re: redevelopment - Richard Alcock has been working with Professor Bennett regarding the Innovation Hub, engagement of future leaders - On behalf of Board, expression of thanks extended to Ms McCullagh and executive team during Dr Brydon's absence. 				
	7.2	Chief Executive's Report	Chief Executive		5 min	For noting
		<ul style="list-style-type: none"> - The report circulated in the business papers was summarised by Dr Brydon, particularly: <ul style="list-style-type: none"> o Light Rail o Diploma of Child Health – working through this matter presently, continuing to discuss with the University of Sydney o NATA Accreditation – there is work being undertaken at present to retain accreditation o Staff Survey results – a verbal summary of embargoed results was provided o JMO AMA Survey –local work will contribute to a state-wide response. Rostering and culture were key features. o Radiology Accreditation – this is close to being resolved. 				
	7.3	SCHN Performance Report – July 2017				
		<p>The report was circulated in the business papers. Queries regarding some of the performance metrics were raised with Ms McCullagh and Mr Jackson taking this on board for inclusion in future reports.</p> <p>Mr Jackson advised that in relation to the financial result, a number of factors were considered.</p>				

8		Board Sub-Committee & Network Committee Minutes	
	*	8.1	Finance and Performance Committee – report for August 2017 and minutes for July 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 resolved.	
	*	8.2	Health Care Quality Committee – report for August 2017 and minutes for July 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 August 2017
		The report circulated in the business papers was noted.	
	*	8.4	Audit and Risk Committee
		The ratified minutes of the July 2017 Audit and Risk Committee were circulated in the business papers. Mr Nott provided a verbal summary from the August meeting and activity arising from that meeting.	
		8.5	Business Without Notice
		Professor Bennett requested there be a non-executive session (in camera) at the October meeting. Mr MacDiarmid raised recent contact with an artist who is keen to provide an art installation to fundraise for The Children's Hospital at Westmead. Mr MacDiarmid to provide details to Dr Brydon.	
10		Details of Next Meeting	
		Date and Location Wednesday, 4 October 2017 Level 9, Bright Alliance, Randwick	Strategic Focus for Future meetings October – Audit and Risk November – Annual Public Meeting December – to be confirmed