

WCHN GOVERNING BOARD MINUTES LOCATION: Alan Crompton Meeting Room/MS Teams MEETING OPENED: 9.19am

Item No.	Item	Discussion	Action Ref No.
2.1	<p>Acknowledgement to Country Welcome and Apologies</p> <p>Attendance of members:</p> <p>In attendance:</p> <p>Invited Guests:</p> <p>Apologies:</p>	<p>“We would like to acknowledge this land that we meet on today is the traditional land of the Kurna people, and that we respect their spiritual relationship with their country. We also acknowledge that the Kurna people are the custodians of the Kurna land and that their cultural and heritage beliefs are still important to the living Kurna people today.”</p> <p>The meeting commenced at 9.19am with the Chair providing an Acknowledgement to Country. The Chair welcomed Board members, and meeting attendees via MS Teams.</p> <p>Jim Birch AM (Chair), Ross Haslam, Brenda Wilson AM*, John Bastian AM, Susy Daw, Dr Stephen Christley, Sandy Miller*, Lindsey Gough (CEO), Yvonne Warncken (CFCO), Jane Jennings (I/COO), Kate Hawke*(Board Secretary), Fiona Turner (Minute Taker) *via MS Teams</p> <p>Patrick Smith (EDPC), Phil Robinson PSM (EDCS)</p> <p>Karen Glover</p>	
	<p>In Camera Session</p>	<p>An in-camera session was held at the commencement of the meeting.</p> <p>Action: The Board Chair will circulate information for the Board member's consideration to attend the Hardy learning set opportunities, up to 3 places are available.</p> <p>Action: The Chair requested an in-camera session in the August Board meeting to discuss succession of the outgoing Chair</p> <p>No resolutions were recorded.</p>	<p>1</p> <p>2</p>
2.2	<p>Confirmation of Agenda/ Order of Agenda/Any Other Business</p>	<p><i>The Chair noted confirmation of the agenda and order of the agenda</i></p> <p>The Chair noted Director Glover had provided notes for today's Board meeting to Director Daw.</p> <p>Director Daw shared with the Board the recent passing of WCHN employee Mr Robert Dann following a recent illness. Mr Dann's ceremony was held in Kalgoorlie with his family and a memorial service was held in Adelaide at which Natalie Hood (Executive Lead Allied Health) spoke and represented WCHN. Director Daw noted that Directed Glover would like to request an award or suitable tribute in Mr Dann's name. The Board agreed and endorsed Director Glover's suggestion.</p>	

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2.3	Conflict of Interest Disclosures	<p>The Chair requested the Directors declare any additional conflicts of interest.</p> <p>The Chair reminded Board Members of the recent communication from the OCPSE to all public sector employees to ensure all conflict of interests are formally declared.</p> <p>Director Haslam declared his interest as a member of board/committees with the Bragg Centre (SA Health) and SAHMRI</p> <p>The Chair noted any involvement of committees with the Bragg Centre and SAHMRI should be disclosed.</p> <p>Director Daw declared her involvement with GPEx</p> <p><i>The Chair noted that there were no other conflicts of interests declared at this meeting</i></p>	
2.4	Confirmation and Signing of Previous Minutes and/or Circular Resolutions	<p>The Chair noted the minutes of the Board meeting held Thursday, 6 May 2021 distributed with the meeting papers.</p> <p><i>The minutes of the meeting held Thursday 6 May 2021 were endorsed by the Board</i></p>	
2.5	Action List	<p><i>The Chair noted the current action list and that all items due have been completed or in progress</i></p> <p>The Chair noted where there is a significant item on the action list and there may be a lag of more than two months for the full report back to the Board, these items could provide a progress report to the Board as an interim update.</p> <p>Actions:</p> <p><i>It was discussed and agreed that every 2nd month, the Board meeting will be scheduled as an OOS for 2022 bimonthly meetings.</i></p> <p><i>The Chair also suggested an email be sent to all Board members for any questions/queries from today's meeting that can be responded to OOS prior to the next scheduled board meeting.</i></p>	3
2.6	Correspondence	<p>The Chair noted the correspondence that was distributed with the meeting papers.</p> <ul style="list-style-type: none"> • Arthritis SA – appointment of CEO • WCHN Board Chair Response to AGs letter re risk of fraud Apr 2021 • Letter from CE DHW re proposed name change of CALHN 	

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MATTERS FOR ENDORSEMENT			
3.1	Revised Board Charter Volume 2	<p>The Chair noted the revised Board Charter Volume 2 distributed with the meeting papers and taken as read. The Chair invited Kate Hawke to provide an overview of the revised charter and take questions from the Board.</p> <p>Board Charter Volume 1 and 2 provide the foundation for good governance and supports the work of the Board by:</p> <ul style="list-style-type: none"> • Documenting the legal obligations of the Board and other responsibilities • Serving as a reminder for the Board of the legislative framework within which it operates • Providing a point of reference for matters of dispute • Serving as an induction tool for new directors and executives • Establishing effective operating procedures for the Board and • Developing of a shared understanding of the Board's role throughout the organisation. <p>Volume 1 is maintained by the Department for Health and Wellbeing, endorsed by the Minister, and sets out the requirements under the Health Care Act, other legislation and the Minister's expectations.</p> <p>Volume 2 is developed by each Local Health Network and is a key reference document addressing the Board terms of reference and local operating procedures. Minor changes have been made to update Volume 2 for the June 2021 version.</p> <p><i>The Board endorsed and adopted the revised content of Board Charter Volume 2</i></p>	
3.2	Revised Clinical Governance Committee Terms of Reference	<p>The Chair noted the revised Clinical Governance Terms of Reference (ToR) distributed with the meeting papers and taken as read. The Chair invited Director Daw to provide an overview of the revised ToR and take questions from the Board.</p> <p>Director Daw noted these revised ToR show the value of the consumer representatives on the membership of the committee.</p> <p>The template for the ToR of the committees of the WCHN Governing Board have limited changes and the Clinical Governance Committee has completed its review of content in keeping with the annual requirement.</p> <p><i>The Board endorsed the updated Terms of Reference for the Clinical Governance Committee.</i></p>	
3.3	Organisational/CEO Goals 2021/2022	<p>The Chair noted the brief distributed with the meeting papers and taken as read. The Chair invited the CEO to provide an overview of the final goals and take questions from the Board.</p> <p>The CEO noted the Senior Executive Leadership Team have developed the organisational goals for 2021/2022 with consultation and input from the Board on 12 March 2021 and subsequently at the Board meeting on 4 April 2021, along with input from the Strategic Operations Executive Committee members in April 2021. The goals are now presented for formal endorsement.</p> <p><i>The Board endorsed the organisational goals for financial year 2021/2022</i></p>	

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MATTERS FOR ENDORSEMENT			
3.4	Bragg Comprehensive Cancer Centre (BCCC) Adelaide Health Innovation Partnership (AHIP)	<p>The Chair noted the correspondence distributed with the meeting papers and taken as read and provided an overview of the document. The Chair noted no funding is required from WCHN as this will be a state government funded proposal. It was also noted there is a very strong focus on Aboriginal health as part of the proposal. Given the extensive involvement of the WCHN in the development of the Bragg Comprehensive Cancer Centre including the Centre for Proton Therapy membership of this alliance was supported.</p> <p><i>The Board endorsed that WCHN join the Adelaide Health Innovation Partnership</i> Action: Respond to Mr Raymond Spencer Chairman CALHN and SAHMRI Board, noting the WCHN Board's endorsement to join the Adelaide Health Innovation Partnership.</p>	4
MATTERS FOR DISCUSSION			
4.1	Report from Chair Verbal Update	<p>The Chair provided a verbal report for today's meeting.</p> <p><i>The Board noted the verbal update provided by the Chair</i></p>	
4.2	Report from Chief Executive Officer	<p>The Chair noted the report distributed with the meeting papers and taken as read. The Chair invited the CEO to provide an overview of the report and take questions from the Board.</p> <p>The CEO noted:</p> <ul style="list-style-type: none"> • COVID-19 Vaccination clinic hours will be expanded • Pfizer supplies will increase from next week to 30,000 for the state each week • A Memorandum of Understanding (MOU) with the University of Adelaide, Institute of Machine Learning has recently been signed with WCHN • Robinson Research Institute Clinical Research Director role update was provided • Proton Beam Therapy update • Dual naming signage launch • White Ribbon accreditation received for WCHN – acknowledgement to the Executive Director People and Culture and the People and Culture team for the work in achieving the accreditation. <p><i>The Board noted the CEO Report update provided by the CEO</i></p>	

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4.3	COVID-19 Verbal Update	<p>The Chair invited the Interim COO (I/COO) to provide a verbal update and take questions from the Board.</p> <p>The I/COO reported that the current COVID-19 situation in Victoria has instigated a fourth lockdown. The I/COO explained the criteria around “high risk setting/environment” for any staff returning negative test results not being able to work on site at the hospital, it was decided the whole site for WCH be deemed as high risk.</p> <p>WCHN has been approached to consider re-establishing a testing clinic, given the current outbreak in Victoria and the number of people returning from Victoria to Adelaide during May.</p> <p><i>Action: The Chair requested information on what the state statistics are on all demographics (in particular Aboriginal community and staff) in regards to vaccinations</i></p> <p><i>The Board noted the verbal COVID-19 Vaccination Update provided by the Interim COO</i></p>	5
4.4	Financial Report	<p>The Chair noted the report distributed with the meeting papers and taken as read. The Chair invited the CFO to provide an overview of the report and take questions from the Board.</p> <p>The CFO reported:</p> <p>Prior to adjusting for the impacts of carryovers, WCHN reported MTD April a balanced position to budget, and the EOY forecast remained consistent at \$1.5 million unfavourable to budget. Unbudgeted COVID expenditure was \$5.6 million YTD and projected to be \$8.1 million in a full year. In April the Department of Treasury and Finance (DTF) requested all health networks recognise anticipated carryovers as a favourable impact until formally approved. This resulted in the reported position being improved by \$1.2 million YTD, and \$3.3 million EOY.</p> <p>It was agreed that the full profit and loss statement will be provided in the meeting papers for all future Board meetings.</p> <p>The Chair on behalf of the Board acknowledged the efforts of both the CFO and Finance team.</p> <p><i>The Board noted the April YTD result, the impact of unbudgeted COVID-19 expenditure on the position, the impact of carryovers and the end of year projection.</i></p>	
4.5	Update on budget negotiation/commissioning process for FY22 Verbal	<p>The Chair invited the CEO to provide a verbal update on budget negotiation/commissioning process for FY22. The CEO reported that there has been no update from DHW regarding commissioning bids that have been submitted.</p> <p><i>The Board noted the verbal update regarding the budget negotiation/commissioning process for FY22</i></p>	
4.6	Service Agreement 2021-22 (Verbal)	<p>The Chair invited the CFO to provide a verbal update on the development of the Service Agreement 2021-22 and take questions from the Board.</p> <p><i>The Board noted the verbal update regarding the Service Agreement 2021-22</i></p>	

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MATTERS FOR DISCUSSION			
4.7	Performance Report (Service Agreement 2020-21)	<p>The Chair noted the report distributed with the meeting papers and taken as read. The Chair invited the I/COO to provide an overview of the report and take questions from the Board.</p> <p>This report provides a summary of performance against the Key Performance Indicators (KPIs) in the Service Agreement 2020-21 between Women's and Children's Health Network (WCHN) and the Department for Health and Wellbeing</p> <p><i>The Board noted the performance against KPIs, and actions taken to address areas of sub-optimal performance.</i></p>	
4.8	Leader Rounding – safety and quality (carry over presentation from May Board Meeting)	<p>The Chair noted the information distributed with the meeting papers and taken as read. The Chair welcomed Patrick Smith ED People and Culture to the meeting at 9.25am to provide an overview of the survey information and take questions from the Board.</p> <p>Patrick provided a detailed overview of the results from the 2020 staff survey results.</p> <p><i>Action: It was agreed that a learning and development session on the survey result areas be scheduled for the 1 July. The ED PC to facilitate this session and a discussion on what plans can be developed to action these items.</i></p> <p><i>The Board noted the Leader Rounding – safety and quality presentation of survey results</i></p>	6
4.9	Prevention of abduction of a child from the Hospital (carry over item from May Board Meeting)	<p>The Chair noted the brief distributed with the meeting papers and taken as read. The Chair welcomed Phil Robinson ED Corporate Services to the meeting at 12.41pm and invited him to provide an overview of the report and take questions from the Board.</p> <p>This brief details the historical decisions and actions taken by the WCH in relation to security and procedures to prevent the abduction of a child from the Hospital. The Women's and Children's Health Network (WCHN) is committed to providing a safe and secure environment for all consumers and staff.</p> <p>To support this, the WCHN engages in ongoing assessment and implements changes following review of internal/external incidents, security trends, improvements in technology and advice from subject matter experts such as SAPOL and the SA Health Agency Security Advisor. This brief outlines the external and internal security access control for the WCH. This includes consumer and public access points and improvements in infrastructure as a result of the risk assessment.</p> <p>The Chair enquired if WCHN conduct simulation exercises that enact an abduction from the hospital.</p> <p><i>Action: The CEO and EDCS agreed this will be taken on notice and simulation exercises will be scheduled and reported back to the Board (following a post simulation review)</i></p> <p><i>The Board noted the historical decisions, actions and current status of security in the Hospital.</i></p>	7

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4.10	Follow up actions from 12 March Workshop	<p>The Chair noted the workshop update distributed with the meeting papers and taken as read. The Chair invited the CEO to provide an overview of the workshop update and taken questions from the Board.</p> <p>The Chair noted the meeting with the Minister (KH) to look at scheduling as part of either the July or August Board meeting and the meeting between the Foundation and Board meeting (FT))</p>	
4.11	Funding Digital Health Innovation in SA	<p>The Chair noted the correspondence distributed with the meeting papers and taken as read and provided an overview and invited questions from the Board.</p>	
4.12	nWCH Workshops	<p>The Chair invited the CEO and Phil Robinson to provide an overview of the nWCH workshops recently held and take questions from the Board.</p> <p>The Chair acknowledge the significant amount of work that Phil Robinson has exhausted recently regarding the nWCH.</p>	
4.13	WCHN Workforce Planning	<p>The Chair noted the brief distributed with the meeting papers and taken as read. The Chair invited Patrick Smith ED People and Culture to provide an overview of the report and take questions from the Board.</p> <p>The EDPC provided an overview of the brief, advising system-wide and local workforce planning is critical to ensure ongoing supply of workforce, and the continuous improvement of workforce design to meet current and future service delivery. The People and Culture team are working with the nWCH Project team to develop a framework and tools for workforce planning that leverages the work done in developing Service Delivery Models and the opportunities presented in reviewing the operational expenditure.</p> <p><i>The Board noted the current state and future workforce planning being undertaken at WCHN.</i></p>	
MATTERS FOR NOTING			
5.1	Low Value Care (LVC)	<p>The Chair noted the report distributed with the meeting papers and taken as read. The Chair invited the CFCO to provide an overview of the report and take questions from the Board.</p> <p>The Department of Health and Wellbeing have reviewed all Diagnostic Related Groups (DRGs) that are considered to be 'low value care' and removed the NWAU and therefore funding from the budget for 2021/22</p> <p><i>The Board noted the work undertaken and response provided by the Women's and Children's Health Network (WCHN) in relation to changes to low value care activity.</i></p>	



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COMMITTEE MINUTES FOR NOTING			
6.1	Audit & Risk Committee	The Chair noted the Audit and Risk Committee have not held a scheduled meeting since the last Board meeting in May 2021.	
6.2	Finance & Performance Committee	The Chair noted the meeting minutes distributed with the meeting papers and were taken as read. The Chair invited the Committee Chair to provide any comment on the recent meeting. <i>The Board noted the minutes of the meeting held on 20 April 2021</i>	
6.3	Consumer & Community Engagement Committee	The Chair noted the Consumer & Community Engagement Committee have not held a scheduled meeting since the last Board meeting in May 2021.	
6.4	Clinical Governance Committee	The Chair noted the meeting minutes distributed with the meeting papers and were taken as read. The Chair invited the Committee Chair to provide any comment on the recent meeting. <i>The Board noted the minutes of the meeting held on 7 May 2021</i>	
6.5	COVID-19 Committee	The Chair noted the COVID-19 Committee have not held a scheduled meeting since the last Board meeting in May 2021.	
6.6	People and Organisation Committee	The Chair noted the meeting minutes distributed with the meeting papers and were taken as read. The Chair invited the Committee Chair to provide any comment on the recent meeting. <i>The Board noted the minutes of the meeting held on 20 April 2021</i>	
6.7	nWCH Board Committee	The Chair noted the nWCH Board Committee have not held a scheduled meeting since the last Board meeting in May 2021.	
7.1	Other Business	Nil	
8.1	Meeting Evaluation	Online via Diligent	
8.2	Next Meeting:	Thursday 5 August 2021	

MEETING CLOSE: 1.57PM

SIGNED:

JIM BIRCH, WCHN GOVERNING BOARD CHAIR