

WCHN GOVERNING BOARD MINUTES LOCATION: Alan Crompton Meeting Room/MS Teams MEETING OPENED: 10.00am

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><i>"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"</i></p> <p>The meeting commenced at 9.20am with the Chair providing an Acknowledgement to Country and 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*, Karen Glover* Lindsey Gough (CEO), Yvonne Warncken (CFCO), Jane Jennings (Interim COO), Kate Hawke (Board Secretary), Fiona Turner (Minute Taker) *via MS Teams</p> <p>Phil Robinson (ED Corporate Services), Fiona Margrie (General Manager), Katrina Dee (DYWSW), Patrick Smith (EDPC)</p> <p>Nil</p>	
	In Camera Session	An in-camera session was held at the commencement of the meeting. No resolutions were recorded.	
2.2	Confirmation of Agenda /Order of Agenda/Any Other Business	<i>The Chair noted confirmation of the agenda and order of the agenda</i>	
2.3	Conflict of Interest Disclosures	<p>The Chair asked the Directors to declare any additional conflicts of interest.</p> <p>Director Haslam declared his position as Chair on the Risk and Performance Committee for the Dept for Infrastructure and Transport (DPTI)</p> <p>Action: The Board Secretary to add this declaration to the Conflicts of Interest Register regarding Director Haslam's position as Chair on the Risk and Performance Committee for DPTI</p> <p><i>The Chair noted that there were no other conflicts of interests declared at this meeting</i></p>	1

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2.4	Confirmation and Signing of Previous Minutes and/or Circular Resolutions	<i>The minutes of the meeting held Thursday 3 December 2020 were endorsed by the Board</i>	
2.5	Action List	<i>The Chair noted the current action list and that all items due have been completed</i>	
2.6	Correspondence	<p>The Chair noted the correspondence that was distributed with the meeting papers and taken as read.</p> <ul style="list-style-type: none"> <i>Health Services Charitable Gifts Board 2019-20 Annual Report.</i> <p>Action: It was agreed that the Chair will raise this item at a future LHN Board Chair meeting for discussion with the Minister requesting at the very least the HSCGB support requests for funds from the institutions upon which the donations have been made.</p>	2
3.1	Risk Appetite Statement	<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 brief and take questions from the Board.</p> <p>The CEO noted this is an update from the previous version provided to the Board in late 2020.</p> <p>The WCHN Risk Appetite Statement developed by Ernst and Young in conjunction with the Board and Executive focuses on strategic issues and the acceptable level of risk which may be incurred by staff in the delivery of WCHN's strategic goals.</p> <p>Work will be undertaken in 2021 to explore ways to integrate the risk appetite into the risk management at an operational and divisional level.</p> <p><i>The Board endorsed the WCHN Risk Appetite Statement.</i></p>	
3.2	Staff Wellbeing Strategy	<p>The Chair noted the brief distributed with the meeting papers and taken as read. The Chair welcomed Patrick Smith (EDPC) to the meeting at 12.10pm and invited him to provide an overview of the brief and take questions from the Board.</p> <p>The EDPC advised there has been broad consultation across WCHN in the development of the WCHN Staff Wellbeing Strategy 2021-2026, which aligns to <i>Strategy 2026 Realising Potential</i> and the OCPSE Mentally Healthy Workplaces Framework.</p> <p><i>The Board endorsed the WCHN Staff Wellbeing Strategy 2021-2026.</i></p>	

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3.3	Revised WCHN Clinical Governance Framework	<p>The Chair noted the brief and framework distributed with the meeting papers and taken as read. The Chair invited the Chair Clinical Governance Committee to provide an overview of the brief and framework and take questions from the Board.</p> <p>Director Daw noted that the Framework has been amended to now include outcomes for improving Aboriginal health, this will support meeting the strategic goal of 'meaningful gains for Aboriginal health and wellbeing.</p> <p>Responsible officers have reviewed each section and made a number of small changes including strengthening the linkage between the Framework and the <i>WCHN Strategy 2026 – Realising Potential</i> and re-confirming the signs of success. <i>The Board:</i></p> <ol style="list-style-type: none"> 1. <i>Noted the rationale for the changes to the WCHN Clinical Governance Framework.</i> 2. <i>Endorsed the inclusion of a specific section in the Framework "Improving Aboriginal Health Outcomes" in support of a key organisational strategic priority.</i> 	
	YWSW Presentation	<p>The Chair welcomed Katrina Dee (Director Youth, Women's Safety and Wellbeing) and Fiona Margrie (General Manager Community, Primary and Population Health) to the meeting at 10.15am to present on training and development for WCHN staff regarding domestic violence and take questions from the Board.</p> <p>It was agreed to invite Katrina to present on this same topic to the LHN CEO's meeting (Katrina noted a presentation has already occurred to all LHN COOs). The Chair also invited Katrina to present to the LHN Board Chairs.</p> <p>It was requested that Katrina provide information in her presentation on the number of lost days and the financial cost as a direct impact of these activities</p> <p>Director Daw raised the issue of mandatory training across the network and that this will be discussed further as an agenda item at the February Clinical Governance Committee meeting. It was agreed this item would be added to the next Board meeting agenda for April.</p> <p><i>Actions:</i></p> <ul style="list-style-type: none"> • <i>Katrina Dee to present on training and development for domestic violence to a future LHN CEO meeting and a future LHN Board Chair meeting</i> • <i>Katrina Dee to include information in her presentation on the number of lost days and the financial cost as a direct impact of these activities</i> • <i>Mandatory training and development for staff to be discussed at the April Board meeting</i> 	<p>3</p> <p>4</p> <p>5</p>
4.1	Report from Chair (Verbal)	The Chair noted no report for today's meeting.	

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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"> • Vaccination program –an overview of a presentation from DHW was provided • Recent senior and executive recruitment activities <p><i>The Board noted the CEO Report update provided by the CEO</i></p>	
4.3	COVID-19 Vaccination Update	<p>The Chair noted the brief distributed with the meeting papers and taken as read. The Chair invited the Interim COO to provide an overview of the brief and take questions from the Board.</p> <p>The COO reported further work continues in planning for the implementation of the COVID-19 vaccination clinics. WCHN/CALHN are the leads for SA and the WCHN/CALHN COVID-19 Vaccination Clinic Steering Committee is co-chaired by the CEOs WCHN and CALHN.</p> <p><i>The Board noted the COVID-19 Vaccination Update provided by the Interim COO</i></p>	
4.4	Financial Report	<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 CFCO reported:</p> <ul style="list-style-type: none"> • Month to date December 2020, WCHN reported a balanced position to budget. The End of Year projection has improved and is now projected at \$1.5 million unfavourable to budget. In addition, the unbudgeted impact of COVID is \$5.2 million as at December and is projected to be \$9.5 million in a full year. • As at 31 December 2020, WCHN reported a balanced position to budget. This is an improvement on the November year to date result of \$0.03 million. In addition to the operating position, the unbudgeted impact of COVID-19 as at December equated to \$5.2 million. This resulted in the combined unfavourable position of \$5.2 million, which is reflected as follows: <ul style="list-style-type: none"> ○ Expenditure \$3.77 million unfavourable to budget ○ Revenue \$1.43 million unfavourable to budget <p><i>The Board:</i></p> <ol style="list-style-type: none"> 1. <i>Noted the December YTD result and the impact of unbudgeted COVID-19 expenditure on the position, and the end of year projection</i> 	

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4.5	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 Interim COO to provide an overview of the report and take questions from the Board.</p> <p>The Interim COO advised that the:</p> <ul style="list-style-type: none"> • Overall performance for the month of November is below the agreed WCHN target (83%) achieving 65%. Paediatric Emergency Department (PED) had a total of 4,212 presentations in November which is the highest monthly volume since August 2019. Additionally, the increased overflow patients of 8% waiting for admission to a ward bed or specialty review added additional pressure of PED capacity and workflow. • Surgical Services continue to meet the Category 1 target of 100%. The Category 2 target of 97% was not met, reaching a total of 89%. This equated to 31 overdue cases. Of these, 20 cases were Consultant specific. To manage this, surgical services adjusted theatre time within some specialties (ENT, Plastics, Gynaecology, Orthopaedics, Paediatric Surgery, Urology, Eyes), registrar theatre lists were made available to assist manage the workload and some lists that were made available were past due dates • An action plan is currently being developed to address and improve current performance in the ED <p><i>The Board noted the performance against KPIs and actions taken to address areas of sub-optimal performance</i></p>	
4.6	ECMO Update	<p>The Chair noted the brief distributed with the meeting papers and taken as read. The Chair invited the Interim COO to provide an overview of the brief and take questions from the Board.</p> <p>The Interim COO advised further work continues in planning for the establishment of a safe <i>Extracorporeal Membrane Oxygenation</i> (ECMO) service at WCH. It is anticipated that a final model of care will be complete by the end of February 2021.</p> <p><i>The Board noted the update on the model of care to plan for an ECMO service at Women's and Children's Hospital.</i></p>	
4.7	Treatment Spaces nWCH	<p>The Chair welcomed Phil Robinson (EDCS) to the meeting and invited Phil to provide an overview of the treatment spaces that are being considered by the NWCH team and take questions from the Board.</p> <p><i>The Board noted the update provided.</i></p>	
4.8	COO Reporting Structure	<p>The Chair noted the brief distributed with the meeting papers and invited the CEO to provide an overview of the brief and take questions from the Board.</p> <p>The CEO provided an overview of the COO reporting structure noting this will be formally revisited on the appointment of the new COO.</p> <p><i>The Board noted the information provided in relation to the reporting structure to the Chief Operating Officer (COO).</i></p>	

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5.1	Organisational/CEO Goals	<p>The Chair noted the brief distributed with the meeting papers and taken as read. The Chair invited the CEO and EDPC to provide an overview of the brief and take questions from the Board.</p> <p>It was reported that progress has been made towards achieving the agreed 2020/21 CEO goals and Key Performance Indicators (KPIs) aligned to Strategy 2026. For each annual goal, managers use the LEM software to develop 90-Day Goals for each quarter as milestones towards their annual goal. At the end of each quarter, 90-Day Results are entered by managers and discussed with their line manager.</p> <p><i>The Board noted the progress towards achieving agreed CEO and organisational goals</i></p>	
5.2	ARC performance evaluation	<p>The Chair noted the brief distributed with the meeting papers and taken as read.</p> <p><i>The Board noted the results of the Audit and Risk Committee's annual self-assessment</i></p>	
6.1	Audit & Risk Committee	<p>The Chair noted the meeting minutes distributed with the meeting papers be taken as read. The Chair invited the Committee Chair to provide any comment on the recent meeting</p> <p><i>The Board noted the minutes of the meeting held on 2 December 2020.</i></p>	
6.2	Finance & Performance Committee	<p>The Chair noted the Finance and Performance Committee scheduled for 19 November 2020 was cancelled</p>	
6.3	Consumer & Community Engagement Committee	<p>The Chair noted the meeting minutes distributed with the meeting papers be taken as read. The Chair invited the Committee Chair to provide any comment on the recent meeting</p> <p><i>The Board noted the minutes of the meeting held on 9 December 2020</i></p>	



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6.4	Clinical Governance Committee	The Chair noted the Clinical Governance Committee have not held a scheduled meeting since the last Board meeting in December	
6.5	COVID-19 Committee	The Chair noted the COVID-19 Committee have not held a scheduled meeting since the last Board meeting in December	
6.6	People and Organisation Committee	The Chair noted the People and Organisation Committee have not held a scheduled meeting since the last Board meeting in December	
7.1	Other Business	No other business	
8.1	Meeting Evaluation	Online via Diligent	
8.2	Next Meeting:	Thursday 1 April 2021	

MEETING CLOSE: 1.32PM

SIGNED:

JIM BIRCH, WCHN GOVERNING BOARD CHAIR