

WCHN GOVERNING BOARD MINUTES

LOCATION: Executive Boardroom/MS Teams

MEETING OPENED: 9.39am

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 9.39am 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*, Karen Glover*, 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)*, Caroline Croser-Barlow (Department for Education)*, Natalie Atkinson (Department for Education)*, Fiona Margrie (GMCPH)*, Kerry McKeough*, Dr Eleanor Wilson*</p> <p>Nil</p>	
	<p>In Camera Session</p>	<p>An in-camera session was held at the commencement of the meeting.</p> <p>The Chair welcomed Dr Eleanor Wilson and Kerry McKeough to the meeting to present on WCHN Children's and Adolescent Virtual Urgent Care Service and take questions from the Board. Eleanor and Kerry left the meeting at 10.22am.</p> <p>Post the meeting and presentation, Eleanor and Kerry provided the following summary regarding questions raised by the Board members:</p> <ul style="list-style-type: none"> Aboriginal Consumers: currently working with the ALO team within WCH and some community-based teams to devise ways to socialise and make the service more accessible for Aboriginal consumers. The goal is to decrease the rate of 'Did not Wait' (DNW) of Aboriginal Consumers presenting to PED. The service will also be partnering with the interpreter services to ensure that CALD consumers are able to access the services. Data: Data will be collected to measure change once the virtual project is implemented. A daily dashboard will be available and shared with key stakeholders at the beginning. Software: connections have been made with NALHN colleagues who have been using the Odyssey/Adastra system (with very positive comments). Scoping work is occurring with the ICT team who are currently in the process of applying for funding from the Charitable Gifts Board. This is risk based, decision support software that has a strong governance around it with clinical reference groups that meet quarterly. Current referral pathways can be built into this software. 	

		<ul style="list-style-type: none"> SAAS: Phase 2 involves SAAS as a referral pathway. Currently it is SAAS procedure to transport any patient under the age of 12 regardless of condition, based on an historical coroner's recommendation. By providing an avenue for skilled paramedics who have assessed a patient as low priority to access the virtual service and get a review by a PED Consultant will reduce inflow to PED. It is hoped that this will keep families at home and free up ambulances on the road. Activity based funding: This is being explored with the assistance of the finance team and DHW. It is recommended this be funded as an emergency encounter but there are complexities for patients who may only see the nurse and be referred to the Priority Care Centre or the Emergency Mental Health Team. <p>No resolutions were recorded.</p>	
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	Presentation	<p>The Chair and CEO welcomed Caroline Croser-Barlow, Executive Director, Early Years and Child Development Division, Natalie Atkinson, Director Early Childhood Services (Department for Education) and Fiona Margrie, General Manager Community, Primary and Population Health (WCHN) to the meeting at 10.24am to present on the new 10-year Early Learning Strategy and take questions from the Board. Caroline, Natalie and Fiona left the meeting at 10.50am.</p> <p>Action: The Chair requested a further update be scheduled for a future Board meeting</p>	
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 requested that the Directors declare any additional conflicts of interest.</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, 3 June 2021 distributed with the meeting papers.</p> <p><i>The minutes of the meeting held Thursday 3 June 2021 were endorsed by the Board</i></p>	
2.5	Action List	<i>The Chair noted the current action list and that all items due have been completed or in progress</i>	
2.6	Correspondence	<p>The Chair noted the correspondence that was distributed with the meeting papers.</p> <ul style="list-style-type: none"> Mental Health Bed Directive Response to Raymond Spencer re AHIP Health Act Amendment 	

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MATTERS FOR ENDORSEMENT			
3.1	Review of Board Committees' Terms of Reference	<p>The Chair noted the Review of Board Committees' Terms of Reference brief distributed with the meeting papers and taken as read. The Chair invited Kate Hawke to provide an overview of the revised Terms of reference and take questions from the Board.</p> <p>The template for the Terms of Reference of the committees of the WCHN Governing Board have limited changes. The Audit and Risk Committee, Consumer and Community Engagement Committee, and Finance and Performance Committee have completed their review of content in keeping with the annual requirement.</p> <p><i>The Board:</i></p> <ul style="list-style-type: none"> • <i>Endorsed the updated Terms of Reference for the Audit and Risk Committee (ARC).</i> • <i>Endorsed the updated Terms of Reference for the Consumer and Community Engagement Committee (CCEC).</i> • <i>Endorsed the updated Terms of Reference for the Finance and Performance Committee (FPC).</i> 	
3.2	Annual Legislative Compliance Certification	<p>The Chair noted the Annual Legislative Compliance Certification brief distributed with the meeting papers and taken as read. The Chair invited Kate Hawke to provide an overview of the Annual Legislative Compliance Certification and take questions from the Board.</p> <p>Following the identification of suitable assurance measures, WCHN is able to report on the level of compliance effectiveness against each focus area. Executive Leads have attested to the compliance effectiveness for their relevant focus areas.</p> <p><i>The Board:</i></p> <ul style="list-style-type: none"> • <i>Noted that the Audit and Risk Committee (ARC) considered the attached WCHN Annual Legislative Compliance Certificate 2020/21 at its meeting on 1 July 2021.</i> • <i>Endorsed that the Chief Executive Officer sign the WCHN Annual Compliance Certification and submit to the Chief Executive, DHW as the Annual Compliance System Leader</i> 	

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3.3	Dual Naming Project – Kurna Acknowledgement of Country	<p>The Chair noted the Dual Naming Project – Kurna Acknowledgement of Country brief distributed with the meeting papers and taken as read. The Chair invited the I/COO to provide an overview of the Dual Naming Project – Kurna Acknowledgement of Country brief and take questions from the Board.</p> <p>Women's and Children's Health Network (WCHN) is committed to providing services that are culturally safe, accessible, welcoming and engaging for Aboriginal families. The Dual Naming Project aligns with the strategic priorities in both the Strategy 2026: Realising Potential, Creating Together; and the WCHN Aboriginal Health Plan 2018-2022 and the National Safety and Quality Health Service Standards Action 1.33: Creating a welcoming environment.</p> <p>Following endorsement by the WCHN Aboriginal Health Steering Committee in early 2019, Stage1A of the Dual Naming Project is almost complete.</p> <p><i>The Board</i></p> <ul style="list-style-type: none"> <i>Noted the contents of this Brief; and</i> <i>Endorsed the update of all corporate meeting templates, agenda and minutes to include the Kurna language translation of the Kurna Acknowledgement of Country Statement.</i> 	
3.4	Draft WCHN Internal Audit Plan FY 2022	<p>The Chair noted the Draft WCHN Internal Audit Plan FY 2022 (the Plan)brief distributed with the meeting papers and taken as read. The Chair invited Director Haslam to provide an overview of the brief.</p> <p>The Plan has been developed in consultation with senior executive and other stakeholders, taking into account the strategic and operational risks of WCHN, previous plans, Strategy 2026 and key initiatives and projects over the next three to five years.</p> <p>The Plan does not allow for management requests or investigations. Any requests of this nature will need to be discussed with and approved by the Chief Executive Officer.</p> <p>The Plan is based on the available audit days (100 days per year) for the Internal Audit Manager, taking into account other key duties, for example the follow up of open audit recommendations and the Executive Officer tasks for the ARC.</p> <p><i>The Board:</i></p> <ul style="list-style-type: none"> <i>Noted the proposed internal audit projects included in the Plan.</i> <i>Endorsed the Internal Audit Plan for FY2022 to FY 2024.</i> 	

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3.5	WCHN Board meeting calendar 2022	<p>The Chair noted the WCHN Board meeting calendar 2022 brief distributed with the meeting papers and taken as read. The Chair invited Kate Hawke to provide an overview of the WCHN Board meeting calendar 2022 and take questions from the Board.</p> <p>The Chair requested that if there are any particular clashes in Board member's diaries for 2022 to please advise Fiona Turner via email following today's meeting</p> <p>It is proposed that the same schedule continue from the 2021 calendar, now including meetings for:</p> <ul style="list-style-type: none"> • New Women's and Children's Hospital to monitor the overall progress of the delivery of the new hospital and understand and monitor the risks and issues associated with the development and construction of the build. • People and Organisation, a subcommittee of Finance and Performance Committee. <p><i>The Board:</i></p> <ul style="list-style-type: none"> • <i>Endorsed the WCHN Governing Board Meetings Calendar 2022</i> 	
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"> • Staff Vaccinations • Adelaide BioMed City • AHIP • nWCH Project Director <p>Actions:</p> <ul style="list-style-type: none"> • Director Daw requested a regular update of activities relating to nWCH (i.e. FAQs) to assist all Board members in keeping abreast of updates to the new hospital, etc. • The Chair also requested copies of the collateral for the nWCH <p><i>The Board noted the CEO Report update provided by the CEO</i></p>	<p>1</p> <p>2</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 on the current COVID-19 situation</p> <ul style="list-style-type: none"> • Detailed plans in place to support rapid stand up and stand down procedures • Stood up the Enfield clinic for aged care workforce vaccinations • WCHN are in a good position and ready to act for any future events that occur (i.e. lockdown, restrictions, etc.) <p><i>The Board noted the verbal 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"> • June YTD WCHN reported an overall unfavourable operating position of \$0.25 million • Full year June unbudgeted COVID expenditure was \$8.25 million YTD. This was an increase of \$0.15 million, which was due to increased Personal Protective Equipment (PPE) in June. <p><i>The Board noted the June YTD result, the impact of unbudgeted COVID-19 expenditure on the position.</i></p>	
4.5	Update on budget negotiation/commissioning process for FY22 Verbal	<p>The Chair invited the CFCO to provide a verbal update on budget negotiation/commissioning process for FY22 and taken questions from the Board.</p> <p>The CFCO provided a comprehensive update on the current budget negotiation/commissioning process for FY22</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 CFCO 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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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 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	Aboriginal Scorecard (Verbal)	<p>The Chair invited the I/COO to provide a verbal update on the Aboriginal Scorecard and take questions from the Board.</p> <p>The I/COO noting the difficulty in resourcing the data, therefore the scorecard will be delivered for the October Board meeting.</p> <p><i>The Board noted the verbal update on the Aboriginal Scorecard</i></p>	
4.9	Infrastructure	<p>The Chair noted the Infrastructure brief distributed with the meeting papers and taken as read. The Chair welcomed Phil Robinson ED Corporate Services to the meeting at 1.23pm and invited Phil to provide an overview of the report and take questions from the Board.</p> <p><i>The Board:</i></p> <ul style="list-style-type: none"> <i>Noted the document.</i> 	
4.10	EMR Implementation (Verbal)	<p>The Chair invited Phil Robinson (EDCS) to provide a verbal update on the EMR Implementation</p> <p>The EDCS provided an overview of current EMR activities, prioritising of issues, etc.</p> <p>Action: Director Daw requested the EMR implementation be added as an item to the Clinical Risk Register</p> <p><i>The Board noted the verbal update on the EMR Implementation</i></p>	3
4.11	Digital Strategy (Verbal)	<p>The Chair invited Phil Robinson (EDCS) to provide a verbal update on the Digital Strategy.</p> <p>The EDCS provided an overview of the HIMMs assessment currently being undertaken on the Digital Strategy</p> <p>Action: The Chair requested a Digital Strategy presentation be provided to the Board at a future meeting</p> <p><i>The Board noted the verbal update on the Digital Strategy</i></p>	4

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MATTERS FOR NOTING			
5.1	WCHN Governing Board Reappointments	The Chair noted the WCHN Governing Board Reappointments brief distributed with the meeting papers and taken as read <i>The Board noted the Ministerial 2021 reappointments made to the WCHN Governing Board, reappointing five Board members and the introduction of the Deputy Chair role.</i>	
5.2	Financial implications of public versus private patients (Action 4 - 1.4.21)	The Chair noted the Financial implications of public versus private patients brief distributed with the meeting papers and taken as read. <i>The Board noted the brief Financial implications of public versus private patients</i>	
5.3	Report to Board on achievement of 2020/21 Goals (In Camera Item)	The Chair noted this item was discussed In Camera.	
5.4	Reducing sugary foods and drinks update	The Chair noted the Reducing sugary foods and drinks update brief distributed with the meeting papers and taken as read. <i>The Board:</i> <ul style="list-style-type: none"> Noted the outcomes of the WCHN Health Promotion Working Group project to reduce the availability and visibility of sugary foods and drinks at WCH. Noted the plan to undertake further review when new SA Health healthy food and drink guidelines become available in early 2022 	
5.5	ECMO Update	The Chair noted the ECMO Update brief distributed with the meeting papers and taken as read. <i>The Board noted the contents of the ECMO brief updating the actions taken to date to establish an Emergency Initiation ECMO service</i>	
5.6	Cardiac Review - ACSQHC	The Chair noted the brief distributed with the meeting papers and taken as read <i>The Board noted the progress on the implementation of recommendations.</i>	
5.7	Proposed Health Promotion Project- Menstrual Health	The Chair noted the Proposed Health Promotion Project- Menstrual Health brief distributed with the meeting papers and taken as read <i>The Board:</i> <ul style="list-style-type: none"> Noted the contents of this brief regarding a proposed project to address menstrual health needs Noted that the WCHN Health Promotion Working Group will be undertaking a project aimed at supporting good menstrual health 	



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MATTERS FOR NOTING			
5.8	Gender Article – The Australian 21 July 2021	The Chair noted the brief distributed with the meeting papers and taken as read. <i>The Board Noted the content of this brief in relation to recent court decisions relating to children and young people accessing gender affirming treatment.</i>	
COMMITTEE MINUTES FOR NOTING			
6.1	Audit & Risk 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 1 July 2021</i>	
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 28 June 2021</i>	
6.3	Consumer & Community Engagement 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 2021. <i>The Board noted the minutes of the meeting held on 9 June 2021</i>	
6.4	Clinical Governance Committee	The Chair noted the Clinical Governance Committee have not held a scheduled meeting since the last Board meeting in July	
6.5	COVID-19 Committee	The Chair noted the COVID-19 Committee have not held a scheduled meeting since the last Board meeting in July 2021.	
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 July 2021.	
6.7	nWCH Board Committee	The Chair noted the nWCH Board Committee have not held a scheduled meeting since the last Board meeting in July 2021.	
7.1	Other Business	Nil	
8.1	Meeting Evaluation	Online via Diligent	
8.2	Next Meeting:	Thursday 2 September 2021	

MEETING CLOSE: 1.57PM

SIGNED: _____

JIM BIRCH, WCHN GOVERNING BOARD CHAIR