

MINUTES | Governing Board Meeting Number 57

Date Thursday 27 February 2025

Location Eudunda Hospital Daycare | 40 Ward Street, EUDUNDA

Position	Name	Item	Position	Name	Item
Chair	Jim Hazel	All	Executive Director, People and Culture	Natalie May	All
Deputy Chair	Helena Williams	All	Compliance and Governance Officer (Secretariat)	Tanya Jarvis	All
Member	Rosey Batt	Apology	RSS – Executive Director	Debbie Martin	Item 5.1
Member	Pru Blackwell	All	Director, Service Development	Amy Foote	Item 4.5
Member	Greg Russell	All	Director of Nursing & Midwifery, Eudunda & Kapunda	Carey Alymer	Item 1.8
Member	Helen Tedesco	All	Executive Director, Finance and Business Development	Rose Dickinson	All
Member	Alex Zimmermann	4.6 - 6	Executive Director, Nursing and Midwifery	Annie Price Amy Lee (Proxy)	All
Chief Executive Officer	Bronwyn Masters	All			
Director, Strategy and Governance	Tania Scally	All			
Executive Director, Medical Services	Sharon Morton	Apology			
Executive Director, Operations	Kylie Williams	All			

All resolutions recorded in these minutes were carried unanimously unless stated otherwise.

Item	Discussion	Responsible Member
1 OPENING		
1.1 In-Camera Board Discussion		
1.2 Welcome and Apologies	Noted.	
1.3 Acknowledgement of Country	Pru Blackwell made an Acknowledgement to Country.	PB
1.4 Interests and Conflicts Disclosure Log	Noted. Chair sought board directors review and update as required.	
1.5 Confirmation of Previous Minutes	The Board resolved that the December minutes be endorsed.	
1.6 Actions Arising Previous Meeting	Noted.	
1.7 Board Calendar	Noted.	
1.8 Consumer Story	Carey Alymer, DON Eudunda & Kapunda gave an overview of Eudunda's services and shared a consumer story of a client journey through the various BHFLHN services highlighting the holistic BHFLHN approach of delivering services closer to home.	CA

Item	Discussion	Responsible Member
2 Tier 1 Cttee's		
2.1 Audit and Risk (ARC)	<p>ARC Chair Greg Russell presented the February 2025 meeting minutes and highlighted the following:</p> <ul style="list-style-type: none"> • review of the ARC Terms of Reference (TOR) has been completed for governing board approval. • review of the Risk Appetite Statement (RAS) has been completed for governing board consideration. • discussed BHFLHN internal audit functions and process. • the final draft report received for Timesheet Audit and BHFLHN currently considering further investigation and actions required. 	GR
2.2 Clinical Governance (CGC)	<p>CGC Chair Helena Williams presented the January 2025 planning meeting minutes and highlighted CGC's focus for 2025 is on high risk, low volume services including birthing services, low volume EDs, low volume surgeries.</p>	HW
2.3 Consumer and Community Engagement (CCE)	<p>CCE Chair Pru Blackwell provided a verbal update on the Health Advisory Councils (HACs) Presiding member forum held in February 2025 highlighting the following:</p> <ul style="list-style-type: none"> • four of six Presiding Members have been newly appointed. Mentoring will be important, acknowledging BHF has established resources and toolkits to support BHFLHN HACs. • Review of CCE membership is currently underway. 	PB
2.4 Rural Support Service Governance (RSS)	Noted as tabled.	RB
ACTION		
<ul style="list-style-type: none"> • Clear delineation of responsibilities and links between Tier 1's, CGC & ARC to be defined in Tier 1 TOR. 		TS
<ul style="list-style-type: none"> • Review of Risk Management Framework to ensure inclusion of links to Tier 1 Committees. 		TS
3 For Decision		
3.1 RSS Internal Audit Charter	The Board received the RSS Internal Audit Charter for approval, noting endorsement by ARC in August 2024.	
3.2 RSS Internal Audit Plan	The Board received the RSS Internal Audit Plan for approval, noting endorsement by ARC in August 2024.	
3.3 Audit & Risk Committee Terms of Reference	The Board received the revised BHFLHN Audit Risk Committee Terms of Reference for approval.	
RECOMMENDATION		
<ul style="list-style-type: none"> • The Board approved the 2024/25 RSS Internal Audit Charter and Plan. 		
<ul style="list-style-type: none"> • The Board approved the revised ARC TOR. 		

4	Strategic Discussion		
4.1	Risk Appetite Statement	<p>The Board discussed the Risk Appetite Statement (RAS) and proposed changes identified by ARC.</p> <p>Further review to consider-</p> <ul style="list-style-type: none"> ○ reference to BHFLHN Strategic Plan ○ provide greater clarity of appetite and tolerance definitions. ○ reference Inclusion of HACs as key partner. <p>ACTION</p> <ul style="list-style-type: none"> • RAS to be reviewed and tabled at the March 2025 Board meeting. • RAS to be tabled as a standard agenda item each meeting. 	TS
4.2	Q2 FY25 Performance	The Board noted the Q2 Performance Report.	TS
4.3	FY25 Financial Position	The Board noted the Finance Report and received a further presentation from R Dickinson and B Masters on BHFLHN EOY financial position and saving strategies.	RD BM
4.4	Kapunda Quality & Safety Review	<p>The Board noted the Kapunda Q&S Review Report and A Lee provided a further verbal update on the status and mitigation strategies underway.</p> <p>The external reviewer engaged has withdrawn, so an alternative provider was currently being sought.</p> <p>The Board was provided assurance that appropriate strategies are underway to continually monitor and review continuation of services and the mitigation of associated risks.</p> <p>ACTION</p> <ul style="list-style-type: none"> • External provider to be sought and engaged as a matter of urgency. • Review to ensure oversight through CGC to the board. 	AL
4.5	Agency Workforce Planning Strategy	<p>The Board noted the Workforce Planning Strategy update with K Williams providing a further verbal progress update.</p> <p>ACTION</p> <ul style="list-style-type: none"> • Update to be continued to be provided regularly to the board. • Approaches to be endorsed via CGC. 	KW
4.6	FY26 Clinical Service Plan	The Board received a presentation from A Foote regarding considerations for future clinical service planning.	AF
5	FOR NOTING		
5.1	Rural Support Service Report	The Board noted the report from D Martin.	DM
5.2	CEO Report	<p>The Board received the CEO report from B Masters and noted further discussion about:</p> <ul style="list-style-type: none"> • Aged Care – Gawler. • Gawler Obstetrics. • Planning for Winter activity and regional repatriation expectations. • Readiness for short notice assessment. • Climate Change requirements – Noting KI first SA hospital to be gas free. 	BM
5.3	Correspondence	The Board noted the correspondence received, addressed to the Board Chair, and sent from the Board Chair in the four-week period.	
5.4	Media	The Board noted the media that had occurred in the four-week period relevant to BHFHN.	


Item	Discussion	Responsible Member
6 OTHER BUSINESS	Nil	
MEETING EVALUATION	Pru Blackwell provided an evaluation of the meeting. Addressing appropriateness of agenda items, sufficient information provided, time effectiveness and focused discussions.	
MEETING CLOSE	Meeting closed 3.01pm.	
Next Meeting	Next meeting will be held Thursday 27 March 2025 at Angaston	

Draft reviewed

Bronwyn Masters
Chief Executive Officer
10 March 2025

(Final to be approved by committee at next meeting)

Approved by Governing Board



Jim Hazel
Chair – BHFLHN Governing Board
27 March 2025