

HAAS Governance Meeting 2 June 2015

Attendance: Liz Chatham (ED WYC Health), Beth Mitchell (ED, ETD), Christine Long (Director, WYCCHP Health), Carolyn Thomas (Manager Central Team, Health), Ian Thompson (DDG Health), Narelle O'Connor (Project Officer) and Kelly McGorm (attended for the item on the questionnaire).

Apologies: Michelle Tranda (HR, ETD), Ian Barr (ETD).

Minutes: accepted?

Actions Arising:

<p>Carolyn to:</p> <ol style="list-style-type: none"> 1. email electronic version to Beth ASAP – for Beth to feedback to Health but not distribute as yet; 2. provide a list of HAAS procedures to be tabled at the next ICC meeting; and 3. include something in the MOU that refers to the communication pathway between ETD and Health. 	<p>All actions completed.</p>
<p><u>Actions:</u> Beth to</p> <ol style="list-style-type: none"> 1. book the consultations at the schools; 2. prepare message content about the consultation that will occur in relation to the healthcare needs of specialist school students – this will be sent to Liz, Christine and Carolyn for endorsement before being sent to the school principals (this will require a quick turn around by all). 	
<p><u>Actions:</u> Liz:</p> <ol style="list-style-type: none"> 1. organise a scribe for the consultations. 2. coordinate setting the date and time for the next Governance Meeting, ideally on 1 June to cover the agenda items of the project plan and the survey questions. 	

First Aid Policy Package

Ian expressed concern that launching the document at this point in time may imply a pre-determined outcome as there is no reference to nurses. Joanne explained there has been an extensive consultation process, including P&Cs, to this point. There was further discussion about the risk that this could lead to further media attention. Conversation included the possibility that the package would lend itself to being released simultaneously with the outcomes of this 'review'.

Action: Joanne will negotiate, with in ETD the slowing down of the release of this policy.

Administration of prescribed medication, catheters and injections ETD policy

ETD confirmed this policy is current. Liz asked if ETD can update it and incorporate HAAS

Action: ETD to review and update.

Consultation update:

Focus groups (gathering information) with staff and parents are scheduled to commence next week. Message has gone to Specialist Schools to invite parents. ETD will be sending a staff member to each consultation as well as the local principal. School principal to MC (i.e. welcome and introductions). Helen Govey will attend the first evening and Christine will attend the others, and Narelle will attend. The consultation period is expected to be from 3.30 – 6.00pm.

Introduction needs to explain the issues and what we are trying to elicit

Action:

Brief Ministers prior to the consultations.

Questionnaire

Agreed with minor changes. Replace the third paragraph of the introduction with, "We are also examining the role of nurses in the Specialist school communities." Also replace the word, "random", with language around "sample". Add a final question asking about "any other concerns".

Action:

Kelly to make the agreed changes and to arrange for the link to go live today.

Focus Groups

Will need to use the same content for the phone calls and similar content for the focus groups. Discussed format should there be a large group – small groups. Agreed to the three questions proposed by Narelle plus a general question. The questions should be up on the PowerPoint:

1. What are the medical needs of children at ... school?
2. What is the best way to meet these needs?
3. What are the reasons for your response?
4. Do you have any other concerns?

Liz has organised a scribe and asked him to theme the information collected.

Agreed to provide face to face feedback sessions at each schools

Action:

Beth to organise venues – seating at tables.

Narelle to supply butchers' paper and a reminder about the link for parents to take away from the consultation.

Phone Consultation:

Agreed that the questionnaire will suffice for the phone consultations.

Project Plan

Feedback to the schools – collation of all of the feedback.

Needs addition in the project plan about the preparation and timing of the brief.

Letter to Parents

Joanne supports the letter home to parents. Letter needs to specify link and state date that the on-line survey will close. Letter will not be individually addressed but should be addressed, "Dear Parent/Carer". It would be helpful for the letters to be localised i.e. to include specific dates and times for the school in question. Letter to include a reference to a feedback session occurring in the first week of Term 3.

Action:

Narelle to complete today and to email principles direct, including a request principles send the letters this week. Beth and Joanne

Other Business

The amount of work that has been done was acknowledged.

ICC

Action:

Liz to arrange next meeting in week of ICC and to send:

1. List of tasks
2. Previous minutes
3. MOU in draft
4. CPSU questions with answers.

Next meeting:

15 June, Liz to arrange further meetings on Tuesdays at the beginning of the date.

Liz will be away for most of July and Beth for most of August and September.