

**MEETING NO. 234
MINUTES OF A MEETING OF THE
MUSEUM OF NEW ZEALAND TE PAPA TONGAREWA BOARD
FRIDAY 5 NOVEMBER 2021**

PRESENT	Hon. Dame Fran Wilde	Chair
	Mr. James Daniels	
	Prof. Dame Juliet Gerrard	
	Mr. Cameron Harland	
	Ms. Jackie Lloyd	Chair Tikanga Tāngata
	Mr. Andy Lowe	
	Ms. Caren Rangi	Chair Tikanga Haumaru
IN ATTENDANCE	Dr. Arapata Hakiwai	Kaihautū
	Ms. Courtney Johnston	Tumu Whakarae Chief Executive (CE)
	Ms. Leigh Deuchars	Director Strategy & Performance (S&P)
	Dr. Dean Peterson	Director Collections & Research (C&R)
	Ms. Lisa Tipping	Chief Finance and Operations Officers (CFOO)
	Ms. Sue Quirk	Head of People, Safety and Culture (PS&C)
	Ms. Jamee Taylor	Board Secretary
APOLOGIES	Prof. Jacinta Ruru	Chair Te Komiti ki te Ao Mārama

BOARD ONLY SESSION

The Board did not require committee only time. The meeting began at 8.30am and the CE, Kaihautū and Board Secretary were present.

MEETING ADMINISTRATION

Apologies from Prof. Jacinta Ruru were noted.

The Board Chair recommended a small change in the order of agenda items. The minutes reflect the order of the discussions.

1. CONFLICTS OF INTEREST

The Board noted the interests register.

2. DRAFT MINUTES

The minutes of Board 233 (1 October 2021) and 233A (20 October 2021) were reviewed.

The Board approved the minutes and delegated to the Chair to redact content before being published on the website, if needed.

3. ACTION ITEMS AND MATTERS ARISING

The action items were reviewed.

The Board noted the action items.

NGĀ WHAKAHAERETANGA ME NGĀ RIPOATA KAIĀRAHI | GOVERNANCE AND LEADERSHIP REPORTS

4. UPDATE FROM TE KOMITI KI TE AO MĀRAMA

The Board Chair provided an update on the committee's recent meeting.

The Board noted the update.

5. UPDATE FROM TIKANGA TĀNGATA

The Chair of Tikanga Tāngata advised the Board that at the Committee's last meeting the Tier Two moderation was completed and the KPIs of the Tumu Whakarae and Kaihautū were reviewed.

The Board noted the update.

6. UPDATE FROM TIKANGA HAUMARU

The Chair of Tikanga Haumarū informed the Board that the Committee met with Audit New Zealand and discussed their analysis, noting the audit was incomplete at the time of the meeting.

The Tikanga Haumarū examined the quarterly risk update and consequently the Board discussed new and emerging risks.

The committee also reviewed the completion of assurance work against plan.

It was noted that the Chair of Tikanga Haumarū would complete the fraud compliance return on behalf of the Board.

The Board noted the update.

7. UPDATE FROM MAHUKI LIMITED

Directors Dame Fran Wilde and Ms Courtney Johnston provided the Board with a summary of the recent Annual General Meeting

[REDACTED]

The Board noted the update.

The Head of PS&C joined the meeting at 8.43am.

8. LEADERSHIP REPORT

The paper was taken as read.

Since the Board's recent extraordinary meeting it was confirmed that Wellington City Council also unanimously supported the the Management Agreement between Wellington City Council and Te Papa to provide Services at Tākina (Wellington Convention and Exhibition Centre). The Board acknowledged the incredible amount of work of the team involved in this important landmark in the development of Tākina.

There was a discussion about the culture work underway in the Te Papa Venues front of house teams and it was confirmed the Board would receive the report in coming weeks and act accordingly upon receipt.

The Board:

- a) **noted the update; and**
- b) **recommended that options for revenue discussed during the meeting in November 2020 be revisited in early 2022.**

Action: Management to prepare a discussion on revenue options at a Board meeting in 2022.

At 9.08am, the Head of PS&C left the meeting at the CFOO and Director C&R joined the meeting.

KAUPAPA HEI WHAKATAU | ITEMS FOR DECISION

9. SPIRIT COLLECTION AREA (SCA) BUSINESS CASE

The paper and appendices were taken as read.

There was a discussion what was in scope for each of the options outlined in the economic case, and what the consequences of each option would be.

The Let's Get Wellington Moving project was identified as a risk and the mitigations were discussed.

The Board noted that:

- a) **the Better Business Case (BBC) to replace the SCA is now completed; and**
- b) **a Board subgroup has been updated on progress and has reviewed the detailed BBC.**

The Board delegated the:

- a) **release of the BBC to Ministry for Culture and Heritage to progress through the Minister and Cabinet process;**
- b) **finalisation of the Budget Bid template in December to the Chief Executive; and**
- c) **approval of the business case to the Board's sub group.**

The Director C&R left the meeting at 10.00am.

There was a break from 10.00am until 10.10am.

At 10.10am the Director of S&P joined the meeting.

10. ANNUAL REPORT 2020-21

The paper and appendix were taken as read.

It was noted that the written opinion of the auditors was received during the meeting and would be reviewed after the meeting had concluded.

The Board approved the Annual Report 2020/21.

The Board Chair and Chair of Tikanga Haumarū agreed to sign the Statement of Responsibility and Letter of Representation on the condition they are happy with the final opinion.

The CFOO left the meeting at 10.16am.

KAUPAPA WHAKAMŌHIO NOA | ITEMS FOR NOTING

11. QUARTERLY STRATEGY UPDATE

The paper and appendices were taken as read.

The Board noted the update.

16. BOARD WORK PROGRAMME

The programme was taken as read.

The Chair informed the Board a letter would be sent to Minister Allan this month with the outcome of the Board's recent self-assessment.

The Board noted the update.

Mr. James Daniels and the Director S&P left the meeting at 10.30am.

17. COVID-19 VACCINATION CERTIFICATES

The paper was taken as read.

There was a discussion about the frequency of review for this policy and about reputational risk of the enactment of the policy.

The Board approved that the Covid-19 Vaccination Certificate be implemented as a condition of entry to Te Papa, once Aotearoa moves to the Covid-19 Protection Framework.

The CFOO and Director S&P re-joined the meeting at 11am.

12. QUARTER ONE FINANCIAL FORECAST

The paper was taken as read.

The forecast was noted.

KAUPAPA WHAKAHAERE | STANDING ITEMS

8. FINANCE REPORT

The report was taken as read.

The Board noted the update.

9. HEALTH AND SAFETY (H&S) REPORT

The report was taken as read.

It was noted that a contractor has been appointed to complete H&S Framework tasks.

The Board noted the report.

10. PROJECT MANAGEMENT SUMMARY

The report was taken as read.

There was a discussion about supply chain issues and risks of delivery.

The Board noted the report.

12. GENERAL BUSINESS AND MATTERS ARISING

There were no items of general business.

The Board Meeting closed at 11.21am.

APPROVED



Fran Wilde
Chair, Te Papa Board
3 December 2021