

MINUTES OF A MEETING OF THE  
MUSEUM OF NEW ZEALAND TE PAPA TONGAREWA BOARD

WEDNESDAY 5 JUNE 2024, 1.00PM - 4.00PM

THURSDAY 6 JUNE 2024, 9.00AM – 4.00PM

POHUTUKAWA ROOM, TE PAPA, 55 CABLE STREET, WELLINGTON

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<b>PRESENT</b>	Hon. Dame Fran Wilde (5 and 6 June)	Chair
	Mr. Andy Lowe (5 and 6 June)	
	Mr. David Wilks (5 and 6 June)	
	Prof. Dame Juliet Gerrard (5 and 6 June)	Chair, Biodiversity Research Centre Governance Group
	Ms. Jackie Lloyd (6 June)	Chair of Tikanga Tāngata
	Mr. Tama Waipara (6 June)	
	Prof. Jacinta Ruru (6 June)	
<b>IN ATTENDANCE</b>	Ms. Courtney Johnston	Tumu Whakarae   Chief Executive (CE)
	Dr. Arapata Hakiwai	Kaihautū
	Ms. Anna Berwick	Head of Governance & Strategy
	Ms. Leanne Shuttleworth	Board Secretary
<b>APOLOGIES</b>	Ms. Caren Rangi	Chair Tikanga Haumarū

**MEETING ADMINISTRATION****1. CONFLICTS OF INTEREST**

The Board reviewed the interest register.

Board members were requested to send interest updates to the Board Secretary.

The Board **noted** the interest register and **confirmed** there were no conflicts for the meeting.

**2. DRAFT MINUTES**

The minutes of Board 257 (10-11 April 2024) were reviewed.

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

**NGĀ WHAKAHAERETANGA ME NGĀ RIPOATA KAIĀRAHI | GOVERNANCE AND LEADERSHIP REPORTS****3. BOARD COMMITTEE REPORTS****3.1 Tikanga Haumarū update**

The Board discussed and **noted** the verbal report.

**3.2 Biodiversity Research Centre Governance Group**

Board member Jackie Lloyd declared an interest for this item and left the meeting at 1.20pm.

The Board **noted** that member Jackie Lloyd does not have access to Biodiversity Research Centre Governance Group material in Diligent Boards.

The Board discussed and **noted** the verbal report.

Board member Jackie Lloyd returned to the meeting at 1.35pm.

#### 4. LEADERSHIP REPORT

The Leadership Report was taken as read.

The Board discussed and **noted** the Leadership Report.

DW left the meeting at 1.39pm while the Board discussed the review of Tākina commissioned by the Wellington City Council.

DW returned to meeting at 1.51pm.

#### 5. ORGANISATION PERFORMANCE REPORT

Report was taken as read.

The Board discussed and **noted** the Organisation Performance Report.

#### KAUPAPA HEI WHAKATAU | ITEMS FOR DECISION

#### 6. INSURANCE RENEWAL

The Board:

- a) **noted** that the 2024/25 insurance premium is expected to be approximately \$2.06m, a decrease of 7% on the 2023/24 premium. A total premium of \$2.0m was estimated as the budget allocation for insurance for 2024/25
- b) **confirmed** the decision to remove insurance cover for “layer 2” which provides building damage cover for \$50m to \$90m
- c) **delegated** authority to the Tumu Whakarae to approve the final insurance renewal by 1 July 2024, subject to the total premium being less than \$2.1m.

The Board sought assurance that the Minister for Arts & Heritage is fully cognizant of the impacts this decision has on Te Papa.

#### 7. FINAL SPE

The Board:

- a) **noted** feedback on the draft SPE from Manatū Taonga, Audit New Zealand and the Minister for Arts, Culture and Heritage
- b) **noted** deadlines for publishing and tabling the SPE
- c) **approved** the Statement of Performance Expectations and Budget for 2024/25.HVAC.

#### 8. PLUMBING AND ELECTRICAL SERVICES CONTRACT APPROVAL

The Board:

- a) **noted** the open RFP process implemented for this procurement is compliant with the Government Procurement Rules
- b) **noted** that Aquaheat were the highest scoring respondent in both the non-priced criteria and the price criterion

- c) **approved** contracting with Aquaheat for the provision of HVAC, Plumbing and Electrical Services. The contract is for an initial period of four (4) years with a further right of renewal for two periods of one year (4 + 1 + 1)
- d) **noted** that the cost of the contract for the first four years is \$1,575,116
- e) **delegated** execution of contracts to the Chief Operating Officer.

**The Board adjourned at 2.15pm until 9.00am Thursday 6 June 2024.**

**The Board reconvened at 9.00am Thursday 6 June 2024.**

## **9. BOARD-ONLY TIME**

Board-only time commenced at 9.00am and concluded at 9.40am.

The Tumu Whakarae/Chief Executive, Kaihautū, Head of Governance and Strategy, and Board Secretary joined the meeting at 9.40am.

## **KAUPAPA KŌRERO | ITEMS FOR DISCUSSION**

### **10. INTERNATIONAL CHARGING PRESENTATION**

The Board received and **discussed** a presentation from the Director of Museum & Commercial Services about the International charging project.

### **11. CURRENT ENVIRONMENT**

The Board **discussed** the changing environments in which Te Papa operates and areas of focus for the coming year.

### **12. PAPTŪĀNUKU**

The Board:

- a) **noted** the provided update
- b) **discussed** how “integrity” manifests for the Te Papa Board.

### **13. E KAUPAPA ANŌ | OTHER BUSINESS**

There was no other business.

The Board meeting closed at 12.06pm with Karakia.

APPROVED



Fran Wilde  
**Chair, Te Papa Board**  
8 August 2024