

**MEETING NO. 212**  
**MINUTES OF A MEETING OF THE**  
**MUSEUM OF NEW ZEALAND TE PAPA TONGAREWA BOARD**  
**5 SEPTEMBER 2019**

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<b>PRESENT</b>	Hon. Dame Fran Wilde Mr. James Daniels Sir Rob Fenwick Ms. Jackie Lloyd Ms. Caren Rangi Prof. Jacinta Ruru	Chair  Chair People and Culture Committee Appointed Chair Audit and Risk Committee
<b>IN ATTENDANCE</b>	Mr. Geraint Martin Dr. Arapata Hakiwai Ms. Leigh Deuchars Ms. Lisa Tipping Ms. Jamee Taylor	Chief Executive (CE) Kaihautū Director Strategy & Performance (S&P) Chief Finance & Operations Officer (CFOO) Board Secretary
<b>APOLOGIES</b>	Prof. Sir Peter Gluckman	

**BOARD ONLY SESSION**

*The Board held an in-camera discussion from 1:00pm.*

*Sir Rob Fenwick left the meeting at 1.23pm.*

*The CE, Kaihautū, Director S&P, and Board Secretary joined the meeting at 1.23pm.*

The Chair welcomed the new Director of Strategy and Performance to her role at Te Papa and to her first Board meeting.

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## **KAUPAPA WHAKAHAERE | STANDING ITEMS**

### **1. CONFLICTS OF INTEREST**

The Board noted the interests register. New interests were noted and the details will be forwarded to the Board Secretary

*Action: Board Secretary to update the register of interests.*

### **2. DRAFT MINUTES OF BOARD 210 (13 JUNE 2019)**

The Minutes of Meeting 211 (1 August 2019) were approved.

Given the nature of Official Information Act (OIA) requests, it was proposed that the minutes be recorded in such a way that they appear on Te Papa's website (with redactions where appropriate). The Board supported the approach and observed the transparency this would provide.

### **3. ACTION ITEMS AND MATTERS ARISING**

It was observed that many of the action items would be covered at the two Board Strategy Sessions this calendar year and they could be included as one item.

It was agreed that the review of the location of Historic Photography be completed by Management and discussed with the Board when it is ready.

The Chair is to join the Te Papa Foundation Board. The Foundation will provide Te Papa Board with an update when it is time without need of an action item.

There were no other matters arising.

### **4. BOARD WORK PROGRAMME**

**The report and update were noted.**

### **5. UPDATE FROM THE AUDIT AND RISK COMMITTEE (ARC)**

The Chair moved and the meeting agreed that Caren Rangī be the Chair of the ARC.

The new ARC Chair provided an update from the meeting on 15 August which included the Interim Audit Report, for which there were no major issues, and a discussion about Capex spending and reporting. Two issues were raised: the future work programme and the risk framework.

**The update from the ARC was noted.**

*The CFOO joined the meeting at 1.42pm.*

### **6. CE REPORT**

The paper was taken as read.

The CE spoke of Te Papa's work in data privacy space including: our Information Security Governance, Risk and Assurance Framework which ELT approved in April; staff training in this area; and central controls for protection.



The Operational Performance Report was also noted. It was decided to include this as an appendix to the CE Report rather than as a resource. A dashboard or area for sustainability will also be included in the Operational Performance Report.

It was recommended that the CE's three priorities, convention centre, staff survey and bi-culturalism, be regular updates within the report.

**The report and update were noted.**

## **7. KAIHAUTŪ REPORT**

The report was taken as read.

The Kaihautū noted that the position description for the Director Ngā Manu Atarau has been reviewed and Te Papa is about to go to market for this role.

Unfortunately the invites from the Nelson Provincial Museum were delayed and this affected key stakeholders being able to attend. Te Papa now has processes in place so that this doesn't happen again for touring exhibitions hosted by other museums.

The Kaihautū noted key items of focus this month including repatriation to the Chatham Islands, te Wiki o te Reo Māori, and the Whatu Kākahu Māori Cloaks book launch.

**The report and update were noted.**

## **8. FINANCE REPORT**

The report was taken as read.

The Finance Report for August will be posted on the Resource Centre when it is ready.

The CFOO introduced the July Report from the papers, observing that it was a good start to the year and the highlight was that the directorate people costs were under control. Due to funding uncertainty, there was a pause on planning for capital projects some months ago, planning is now well underway for the projects for this financial year.

**The report was noted.**

## 9. HEALTH AND SAFETY REPORT

The report was taken as read.

The CFOO advised that the assessment of critical risks will happen as part of Te Papa's overall risk profile and not separately – an update on the health and safety risk critical risks will occur then.

Discussion points included: health and safety targets; seasonality of lost time injuries; vents in new exhibition spaces; First Aid training.

**The report was noted.**

## KAUPAPA HEI WHAKATAU | ITEMS FOR DECISION

### 10. CAPITAL PROGRAMME

The paper was taken as read.

The CFOO introduced the paper noting that capital budget was approved in May and that next year the Capital Programme is planned to be presented with the Budget. The items within Capital Programme reflect the story told as part of Te Papa's Sustainable Funding Case.

Discussion points: Programme Governance Group is working on long term exhibition planning; high level details of Tory St Project; [REDACTED]

The Board thanked the CFOO for the update.

**The Capital Programme was discussed and feedback provided.**

**The Capital Programme was endorsed.**

### 11. BUDGET BID 2020

The paper was taken as read.

The CFOO introduced the paper and noted that any bid would need to be mostly completed by this November and in conjunction with Manatū Taonga Ministry for Culture and Heritage.

Discussion points: the impacts of the last Budget bid not meeting our minimum requirement; the Living Wage and compression; potential increase of bi-cultural work by Te Papa; the cessation of the Ministry of Education's funding for the Raranga Matihiko programme.

*Action: The CE to check philanthropic sources in relation to Raranga Matihiko.*

**The contents of this paper were noted.**

**The potential budget bid proposals were discussed.**

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## **12. TERMS OF REFERENCE FOR PEOPLE AND CULTURE COMMITTEE**

The paper was taken as read.

The Committee Chair noted the name of the Committee may be revised.

**The Draft Terms of Reference were discussed.**

**The Draft Terms of Reference were approved.**

## **HEI WHAKAMŌHIO NOA | ITEMS FOR NOTING**

### **13. OUTCOME OF WRITTEN RESOLUTION - ACQUISITION OF RITA ANGUS'S PORTRAIT OF MARJORIE MARSHALL**

The paper was taken as read.

**It was confirmed that the following was assented to unanimously on 20 August 2019:**

- a) **the significance of the work and its value to Te Papa's collection was noted;**
- b) **Te Papa's Art curatorial team and the Collection Development Committee (CDC) support of the acquisition was noted;**
- c) **The acquisition at the asking price of \$██████ NZD plus associated acquisition costs of approximately \$██████ NZD was approved.**

### **14. DRAFT ANNUAL REPORT 2018-19**

The paper was taken as read.

The Director of S&P introduced the paper, noting the changes since the Draft Annual Report was presented at the last meeting.

Discussion points: gender pay gap; addition of explanations or footnotes for some data sets; consistent use of te Reo Māori throughout the document; use of integrated thinking and reporting.

**The non-financial performance sections of the draft Annual Report 2018/19 were discussed.**

**The timeframes for completion were noted.**

**It was noted that the draft final report will be provided to the Ministry for Culture and Heritage as part of year-end reporting requirements, and to Audit New Zealand for the final year audit.**

### **15. PROJECT MANAGEMENT SUMMARY**

The paper was taken as read.

The Director of S&P introduced the report. It was observed that the HVAC Project is now completed and within budget.

**The report and update were noted.**

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*Caren Rangī left the meeting at 3.16pm.*

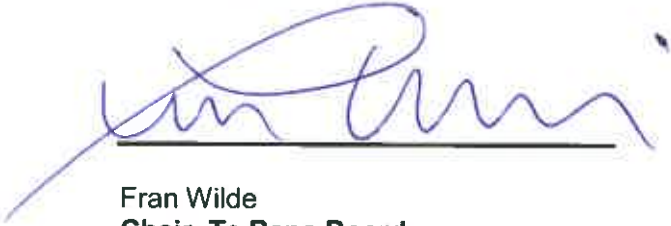
## HE KAUPAPA ANŌ | GENERAL BUSINESS

### 16. GENERAL BUSINESS

There were no items of general business.

The Board meeting closed at 3.24pm.

APPROVED



Fran Wilde  
**Chair, Te Papa Board**

17 October, 2019

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