

**MEETING NO. 221  
MINUTES OF A MEETING OF THE  
MUSEUM OF NEW ZEALAND TE PAPA TONGAREWA BOARD  
7 AUGUST 2020**

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<b>PRESENT</b>	Hon. Dame Fran Wilde	Chair
	Mr. James Daniels	
	Prof. Juliet Gerrard	
	Mr. Cameron Harland	
	Ms. Jackie Lloyd	Chair Org. Culture and People Committee
	Mr. Andy Lowe	
	Ms. Caren Rangi	Chair Assurance and Risk Committee
	Prof. Jacinta Ruru	Chair New Sub-committee
<b>IN ATTENDANCE</b>	Dr. Arapata Hakiwai	Kaihautū
	Ms. Courtney Johnston	Tumu Whakarae   Chief Executive (CE)
	Ms. Puawai Cairns	Director Audience and Insight (A&I)
	Mr. Ian Crowe	Director Museum and Commercial Services (MCS)
	Ms. Leigh Deuchars	Director Strategy and Performance (S&P)
	Dr. Dean Peterson	Director Collections and Research (C&R)
	Ms. Carolyn Roberts-Thompson	Director Ngā Manu Atarau (NMA)
	Ms. Gayle Beck	Head of Programming & Evaluation (Secondment)
	Ms. Victoria Esson	Head of Head of National Services Te Paerangi
	Mr. Adrian Kingston	Digital Channels Manager
	Ms. Jamee Taylor	Board Secretary
<b>APOLOGIES</b>	n/a	

**BOARD ONLY SESSION**

The Board held their board only session from 8.30am to 9.03am.

*The CE, Kaihautū, Director C&R, Director MCS and Board Secretary joined the meeting at 9.03am.*

## MEETING ADMINISTRATION

### 1. CONFLICTS OF INTEREST

The Board **noted** the interests register, including new interests which will be recorded.

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

### 2. DRAFT MINUTES

The Minutes of Meeting 220 (3 July 2020) were reviewed.

The Board **approved** the minutes.

### 3. ACTION ITEMS AND MATTERS ARISING

The Board **noted** the action items.

## NGĀ WHAKAHAERETANGA ME NGĀ RIPOATA KAIĀRAHI | GOVERNANCE AND LEADERSHIP REPORTS

### 4. UPDATE FROM THE NEW SUB-COMMITTEE

The Chair of the new sub-committee provided an update on the committee's inaugural meeting, informing the Board that the Terms of Reference are being drafted and will soon be presented to the Board for approval.

The Board **noted** the update.

### 5. LEADERSHIP REPORT

The report was taken as read.

The Tumu Whakarae and Kaihautū discussed their report and provided a verbal update on the work of the Incident Management Team, the Employee Assistance Programme and the Crown's Financial and Information System Audit.

There was a discussion about the Tory Street Seismic Strengthening Project.

The Board **noted** the report and **agreed** the Assurance and Risk Committee would further discuss the Tory Street Seismic Strengthening Project and report back to the Board.

*Action: the Assurance and Risk Committee to report back to the Board about the Tory Street Seismic Strengthening Project.*

*The Director C&R left the meeting at 9.38am.*

## 6. BUSINESS REVENUES

The paper was taken as read.

The Director MCS discussed his paper.

**The Board noted the update.**

*The Director MCS left the meeting at 10.06am.*

The Board Chair agreed to discuss the Draft Annual Report after lunch. The meeting minutes will reflect the order of discussion.

*The Director NMA and Head of National Services Te Paerangi entered the room at 10.12am.*

## KAUPAPA HEI WHAKATAU | ITEMS FOR DECISION

### 7. TŪHONONGA MUSEUMS AOTEAROA AND TE PAPA

The paper was taken as read.

There was a brief discussion about the tūhononga and its reflection of current working arrangements.

**The Board:**

- a) **Noted the paper;**
- b) **Endorsed the Tūhononga document; and**
- c) **Agreed to the document being jointly signed by the Co-Chairs of the Museums Aotearoa Board and the Chair of the Te Papa Board.**

*The Director NMA and Head of National Services Te Paerangi left the room at 10.20am.*

*The Director A&I, Digital Channels Manager and Head of Programming & Evaluation entered the room at 10.22am.*

## HEI WHAKAMŌHIO NOA | ITEMS FOR NOTING

### 9. AUDIENCE UPDATE

The Board congratulated Ms. Puawai Cairns on her appointment to the role of Director Audience and Insight.

The Board were introduced to Ms. Gayle Beck, Acting Head of Programming & Evaluation, whose substantive role is Head of Audience Insights, and to Mr. Adrian Kingston, Digital Channels Manager.

The Board were presented with information about Te Papa's audiences, audience goals and an overview of the major pieces of work to delivery audience goals and shape the upcoming programme.

Following the presentation there was a discussion, points included: audience impact into KPIs, impacting policy, and talking points for Board members to use.

**The Board noted the update.**

*The Director A&I, Digital Channels Manager and Head of Programming & Evaluation left the meeting at 11.35am.*

*The meeting adjourned at 11.35am where the Board visited the Collection Imaging Team, paused for lunch and practised waiata.*

*The meeting recommenced at 12.42pm.*

*The Director S&P joined the meeting at 12.42pm.*

## **8. DRAFT ANNUAL REPORT AND NON-FINANCE SERVICE PERFORMANCE 2019/20**

The paper was taken as read.

The Director S&P provided an overview the paper and this year's process.

There was a discussion about integrated reporting.

**The Board discussed the report and provided feedback.**

**The Board noted the timeframes for completion and noted the year-end non-financial service performance results.**

**The Board agreed the Assurance and Risk Committee would discuss integrated reporting in more detail and report back to the Board.**

*Action: the Assurance and Risk Committee to report back to the Board in relation to integrated reporting.*

## **KAUPAPA WHAKAHAERE | STANDING ITEMS**

### **10. BOARD WORK PROGRAMME**

The paper was taken as read.

**The Board noted the work programme.**

### **11. FINANCE REPORT**

The report was taken as read.

**The Board noted the report.**

## 12. HEALTH AND SAFETY REPORT

The report was taken as read.

The Board noted the report and update.

## 13. PROJECT MANAGEMENT SUMMARY

The report was taken as read.

The Board noted the report and update.

The Board Meeting closed at 2.25pm.

APPROVED

A handwritten signature in black ink, consisting of a stylized, cursive 'C' followed by a long horizontal line extending to the right.

Caren Rangi

**Chair, Assurance and Risk Committee**

4 September 2020