

**MEETING NO. 222  
MINUTES OF A MEETING OF THE  
MUSEUM OF NEW ZEALAND TE PAPA TONGAREWA BOARD  
4 SEPTEMBER 2020**

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<b>PRESENT</b>	Ms. Caren Rangī	Acting Chair, Chair Assurance & Risk Committee
	Mr. James Daniels	
	Prof. Juliet Gerrard	
	Mr. Cameron Harland	
	Ms. Jackie Lloyd	Chair Org. Culture and People Committee
	Mr. Andy Lowe	
<b>IN ATTENDANCE</b>	Dr. Arapata Hakiwai	Kaihautū
	Ms. Courtney Johnston	Tumu Whakarae   Chief Executive (CE)
	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. April Nepia-Su'a	Pou Tikanga
	Ms. Brenda Franklin	Executive Assistant
	Ms. Jamee Taylor	Board Secretary
<b>APOLOGIES</b>	Hon. Dame Fran Wilde	Chair
	Prof. Jacinta Ruru	Chair New Sub-committee

### **BOARD ONLY SESSION**

The Board held their board only session from 8.30am to 8.49am.

*The CE, Kaihautū, Director NMA, Pou Tikanga, Board Secretary and Executive Assistant joined the meeting at 8.49am.*

### **MEETING ADMINISTRATION**

The Acting Chair noted apologies from Hon. Dame Fran Wilde and Prof. Jacinta Ruru.

#### **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 221 (7 August 2020) were reviewed.

**The Board approved the minutes.**

## 3. ACTION ITEMS AND MATTERS ARISING

The action items were reviewed.

The Board were interested in receiving an update on the history and possible future development of Mahuki at a meeting this year.

It was **noted** that the update about the Tory Street Seismic Strengthening Project would be happening at this meeting.

It was **agreed** that the Chair Assurance & Risk Committee and the Chair Org. Culture and People Committee would meet to discuss integrated reporting, together with the Director Strategy and Performance.

**The Board noted the action items.**

## HEI WHAKAMŌHIO NOA | ITEMS FOR NOTING

### 5. BRIEFING FOR TŪRANGA TRIP

The Board received an update and watched a video in relation to the *Ko Rongowhakaata: The Story of Light and Shadow* exhibition ahead of the Board visit to Tūranga in October.

**The Board noted the update.**

*The Director NMA, Pou Tikanga and Executive Assistant left the meeting at 9.22am.*

### 3. LEADERSHIP REPORT

The report was taken as read.

The Tumu Whakarae and Kaihautū discussed their report and provided a verbal update on the Iwi in Residence programme and the The Karanga Aotearoa Repatriation Programme.

*Prof. Juliet Gerrard left the meeting at 9.30am.*

There was a discussion about the employee engagement survey.

**The Board noted the report and update.**

*The CFOO and Director S&P, Director C&R joined the meeting at 10.11am.*

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

### 7. UPDATE FROM THE ASSURANCE AND RISK COMMITTEE (ARC)

As the ARC discussed the Tory St Seismic Strengthening Project at their meeting, the CFOO and Director C&R provided an update on the history and informed the Board of new information in relation to the project.

*Prof. Juliet Gerrard re-joined the meeting at 10.19am.*

There was an extensive discussion about emergency evacuation processes at the Tory St Facility and the safety of staff on that site.

[REDACTED]

The ARC Chair also informed the Board that the ARC approved the CFIS representation letter for signing; reviewed the Finance Report; and received updates in relation to the Capital Asset Management Plan, the Facilities Strategic Asset Management System, and risk and assurance work.

**The Board noted the update.**

### 6. ORG. CULTURE AND PEOPLE COMMITTEE UPDATE

The Committee Chair advised at the most recent meeting the Committee reviewed the KPIs for the Tumu Whakarae and Kaihautū; discussed overall remuneration at Te Papa; and reviewed the employee engagement survey results.

**The Board noted the update.**

### 8. TE TIRITI KŌMITI

Mr. James Daniels advised that the Committee reviewed their Terms of Reference and informed the Board when they are finalised they will be shared with the Board.

**The Board noted the update.**

## KAUPAPA HEI WHAKATAU | ITEMS FOR DECISION

### 9. BRIEFING TO INCOMING MINISTER (BIM)

The paper was taken as read.

There was a brief discussion about information that could be included in the BIM.

The Board:

- a) discussed and provided feedback the paper;
- b) noted the guidance from the Ministry for Culture and Heritage; and
- c) agreed that Te Papa would provide a BIM.

#### 10. APPROVAL OF STATEMENT OF INTENT 2020-24 AND STATEMENT OF PERFORMANCE EXPECTATIONS 2020/21

The paper and appendices were reviewed.

The Board:

- a) noted the feedback received from the Associate Minister for Arts Culture and Heritage;
- b) noted the deadline for completion and publishing both documents;
- c) approved the *Statement of Intent 2020-24*; and
- d) approved the *Statement of Performance Expectations 2020/21*.

#### 11. REVISED DRAFT ANNUAL REPORT 2019/20

The paper and appendix were reviewed.

The Board:

- a) noted changes made following feedback provided at the August meeting;
- b) provided further feedback on content and approach;
- c) noted the timeframes for completion; and
- d) agreed to delegate approval of the final Annual Report to the Assurance and Risk Committee.

### KAUPAPA WHAKAHAERE | STANDING ITEMS

#### 15. PROJECT MANAGEMENT SUMMARY

The report was taken as read.

There was a discussion about Tākina Wellington Convention and Exhibition Centre and the Fan Coil Replacement Project.

The Board noted the report and update.

*The Director S&P left the meeting at 11.23am.*

## **12. BOARD WORK PROGRAMME**

The paper was taken as read.

**The Board noted the work programme.**

## **13. FINANCE REPORT**

The report was taken as read.

**The Board noted the report.**

## **14. HEALTH AND SAFETY REPORT**

The report was taken as read.

There was a discussion about managing staff and guests in the current alert level.

**The Board noted the report and update.**

## **16. GENERAL BUSINESS AND MATTERS ARISING**

The Chair of the ARC noted she was interviewed as part of Fraud Health Check work being completed by an external consultant for Te Papa.

There was a discussion about cyber security attacks affecting New Zealand entities and Te Papa's protection and observation processes.

**The Board noted the updates.**

The Board Meeting closed at 11.42am.

APPROVED



Jackie Lloyd  
**Chair Org. Culture and People Committee**

2 October 2020