

**MEETING NO. 232  
MINUTES OF A MEETING OF THE  
MUSEUM OF NEW ZEALAND TE PAPA TONGAREWA BOARD  
THURSDAY 2 SEPTEMBER 2021**

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<b>PRESENT</b>	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 Haumarū
	Prof. Jacinta Ruru	Chair Te Komiti ki te Ao Mārama
<b>IN ATTENDANCE</b>	Dr. Arapata Hakiwai	Kaihautū
	Ms. Courtney Johnston	Tumu Whakarae   Chief Executive (CE)
	Mr. Ian Crowe	Director Museum & Commercial Services (MCS)
	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 & Culture
	Mr. Morris Rees	Manager Health & Safety
	Ms. Jamee Taylor	Board Secretary
<b>APOLOGIES</b>	n/a	

### **BOARD ONLY SESSION**

The Board held a committee only session from 10.00am to 10.38am.

*The CE, Kaihautū, and Board Secretary joined the meeting at 10.38am.*

### **MEETING ADMINISTRATION**

The meeting occurred virtually. The Board Chair recommended a change in the order of agenda items and 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 231 (6 August 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 TIKANGA HAUMARU

The committee chair provided an update from their meeting held in August. It was noted the financials had been loaded to the Crown financial information system for the 2020/21 financial year. Tikanga Haumaru approved the Gifts Policy and the Fraud and Corruption Policy. The committee also discussed both the Quarterly Risk Update and natural disaster preparedness by reviewing the Incident Management Plan.

The Board noted the update.

### 5. UPDATE FROM TE KOMITI KI TE AO MĀRAMA

The committee's meeting had been postponed.

The Board noted the update.

### 6. LEADERSHIP REPORT

The paper was taken as read.

The Board received a verbal update on upcoming meetings and planning for other alert levels.

*The Director C&R and CFOO entered the room at 10.51am.*

There was a discussion about the Chair, Tumu Whakarae and Kaihautū's meeting with Minister Allan.

The Board noted the report.

### 7. TORY ST UPDATE

The paper was taken as read.

Three Board Members indicated their availability to be briefed between meetings.

The Board noted the progress against plan.

*At 11.01am the Director C&R left the meeting and the Head of People, Safety & Culture and Manager Health & Safety joined the meeting.*

## KAUPAPA WHAKAHAERE | STANDING ITEMS

### 12. FINANCE REPORT UPDATE

The report was taken as read.

The Board noted the update.

### 13. HEALTH AND SAFETY (H&S) UPDATE

The update was taken as read.

There was a discussion about scenario modelling and about building ventilation.

The Board provided feedback on the Health and Safety Management System (HSMS).

The Board:

- noted the monthly report; and
- noted the update on the HSMS and next steps.

## KAUPAPA WHAKAMŌHIO NOA | ITEMS FOR NOTING

### 08. PAY EQUITY UPDATE

The paper was taken as read.

There was a discussion about strategic workforce planning.

The Board discussed the update.

*At 11.30am Prof. Dame Juliet Gerrard and Manager H&S left the meeting.*

### 09. DRAFT ANNUAL REPORT 2021-22

The paper and appendix were taken as read.

The Board:

- discussed and provided feedback on the non-financial performance sections of the draft Annual Report 2020/21; and
- noted the timeframes for completion.

### 11. TE PAPA BOARD GOVERNANCE MANUAL

The paper and appendix were taken as read.

Possible changes to the Governance Manual in the future were discussed.

The Board:

- approved the Governance Manual;
- agreed that membership for all Board committees would be a minimum of two Board members and the Board Chair ex officio; and
- noted that the Board Charter would be considered in the future.

At 11.44am the Director MCS joined the meeting.

## 10. WELLINGTON CONVENTION AND EXHIBITION CENTRE

The paper was taken as read.

The Chair provided an update on Te Papa's recent meeting with the Mayor of Wellington.

[REDACTED]

### The Board:

- **noted** the background to the negotiation process underway to secure the Management Agreement with WCC; and
- **noted** that a recommendation to approve entering into the Management Agreement with WCC will be presented at the October meeting.

The Director MCS left the meeting at 11.52am.

## KAUPAPA WHAKAHAERE | STANDING ITEMS

### 12. PROJECT MANAGEMENT SUMMARY

The report was taken as read.

As alert levels had changed since the report was prepared, it was noted that plans were being recalibrated accordingly.

The Board **noted** the report.

### 13. BOARD WORK PROGRAMME

The programme was taken as read.

The Board asked for an update on plans the NZ Histories exhibitions on level four of the building at a future meeting.

The Board **noted** the programme.

### 18. GENERAL BUSINESS AND MATTERS ARISING

There were no items of general business.

The Board Meeting closed at 11.57am.

APPROVED

  
Fran Wilde  
Chair, Te Papa Board

1 October 2021