

**MEETING NO. 227  
MINUTES OF A MEETING OF THE  
MUSEUM OF NEW ZEALAND TE PAPA TONGAREWA BOARD  
FRIDAY 5 MARCH 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 Org. Culture & People Committee
	Mr. Andy Lowe	
	Ms. Caren Rangi	Chair Assurance & Risk Committee
	Prof. Jacinta Ruru	Chair Te Tiriti Kōmiti
<b>IN ATTENDANCE</b>	Dr. Arapata Hakiwai	Kaihautū
	Ms. Courtney Johnston	Tumu Whakarae   Chief Executive (CE)
	Ms. Leigh Deuchars	Director Strategy and Performance (S&P)
	Dr. Dean Peterson	Director Collections & Research (C&R)
	Ms. Lisa Tipping	Chief Finance and Operations Officers (CFOO)
	Ms. Charlotte Davy	Head of Art
	Ms. Lizzie Bisley	Curator Modern Art
	Ms. Frances Lawrence	Senior Advisor Planning & Performance
	Mr. Morris Rees	Manager Health and Safety
	Ms. Jamee Taylor	Board Secretary
<b>APOLOGIES</b>	n/a	

#### **BOARD ONLY SESSION**

The Board did not require committee only time.

#### **MEETING ADMINISTRATION**

The meeting began at 8.32am, the CE, Kaihautū and Board Secretary were present with Board members attending via Zoom.

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

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

## 2. DRAFT MINUTES

The Minutes of Board 226 (4 February 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. ASSURANCE AND RISK COMMITTEE (ARC) UPDATE

The Committee Chair provided an update from the ARC's recent meeting, where a risk and assurance update was provided to ARC, changes to the Fraud Policy were approved and the ARC Charter was reviewed (with no recommended changes).

**The Board noted the update and agreed to include a question in the self-assessment about ARC's performance.**

*Action: the Board Chair or Board Secretary to include a question in the Board's self-assessment about ARC's performance*

### 5. LEADERSHIP REPORT

The report was taken as read.

The CE and Kaihautū provided further update on the Iwi-in-Residence Programme, Te Papa's first meeting with Minister Allan, and *National Treasures Ngā Taonga a te Motu* exhibition.

**The Board noted the update.**

*Prof. Jacinta Ruru joined the meeting at 9am.*

*The Director S&P, CFOO, Director C&R, Head of Art, Curator of Modern Art, Senior Advisor Planning & Performance entered the room at 9.08am.*

## KAUPAPA HEI WHAKATAU | ITEMS FOR DECISION

### 6. SURREALIST ART

The paper was taken as read.

The Board received an update on the *Surrealist Art* exhibition concept design, the works to be exhibited, and the marketing campaign.

There was a discussion about the ticketing forecasts, and the risk of not obtaining preferred spaces in Managed Isolation Quarantine.

**The Board:**

- a) **noted the paper and presentation;**
- b) **approved the revised timeline, budget, risks and approach of this paper; and**
- c) **approved the \$200K Covid mitigation budget.**

*The Director C&R, Head of Art, Curator of Modern Art left the room at 9.41am.*

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

### **7. DRAFT BUDGET**

The paper and slides were taken as read.

There was a discussion about the workforce planning review work planned for this calendar year, and about Te Papa's insurance cover.

**The Board:**

- a) **reviewed the slides and provided feedback;**
- b) **noted that the final 2021/22 Budget, subject to Budget 21 decisions, will be presented to the Board for approval at the April or May meeting.**

### **8. DRAFT STATEMENT OF PERFORMANCE EXPECTATIONS (SPE) 2021/22**

The paper and appendix were taken as read.

**The Board:**

- a) **provided feedback on the draft SPE;**
- b) **approved the release of the draft to the Ministry for Culture and Heritage;**
- c) **noted that further changes may be required following the receipt of the Minister's Letter of Expectations; and**
- d) **noted the deadlines and Board/Ministerial approval processes.**

*The Senior Advisor Planning & Performance left the room at 10.15am.*

## **KAUPAPA WHAKAHAERE | STANDING ITEMS**

### **9. BOARD WORK PROGRAMME**

The report was taken as read.

**The Board noted the report.**

## 10. FINANCE REPORT

The report was taken as read.

**The Board noted the report.**

*Prof. Dame Juliet Gerrard left the meeting at 10.15am.*

*The Head of People Safety & Culture and the Manager Health & Safety entered the room at 10.16 am*

## 11. HEALTH AND SAFETY (H&S): REPORT AND RISK DISCUSSION

The paper and appendices were taken as read.

There was a discussion about the training ELT received from Simpson Grierson in relation to the *Health and Safety and Work Act 2015*.

**The Board:**

- a) **noted the January H&S Report;**
- b) **noted that H&S critical risks have been identified and associated controls put in place;**
- c) **provided feedback on the risk analysis;**
- d) **delegated responsibility to ELT for ensuring leaders are held accountable for the implementation and monitoring of these controls; and**
- e) **requires updates on critical risks through H&S monthly reporting.**

*Action: the Board Secretary to arrange for the presentation in relation to the Health and Safety and Work Act 2015 to be presented to the Board at a future meeting.*

*The Head of People Safety & Culture and the Manager Health & Safety left the room at 10.36 am.*

## 12. PROJECT MANAGEMENT SUMMARY

The report was taken as read.

**The Board noted the report.**

## 13. TORY STREET UPDATE

The paper was taken as read.

**The Board noted the progress against plan.**

*The Director S&P and CFOO left the meeting at 10.37am.*

#### 14. GENERAL BUSINESS AND MATTERS ARISING

There were two items of General Business:

- a) Dame Fran Wilde and Mr Cameron Harland, as Te Papa Foundation Trustees, provided a brief update on the Te Papa Foundation to the Board, and advised a more thorough update will be provided at a future meeting.
- b) Ms. Caren Rangi advised the ARC would discuss development of a reporting mechanism for compliance responsibilities of the Board across all areas.

The Board Meeting closed at 10.41am.

APPROVED

A handwritten signature in black ink, appearing to read 'Fran Wilde', written in a cursive style.

Fran Wilde  
**Chair, Te Papa Board**

9 April 2021