

**MEETING NO. 217**  
**MINUTES OF A MEETING OF THE**  
**MUSEUM OF NEW ZEALAND TE PAPA TONGAREWA BOARD**  
**2 APRIL 2020**

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<b>PRESENT</b>	Hon. Dame Fran Wilde	Chair
	Mr. James Daniels	
	Prof. Sir Peter Gluckman	
	Mr. Cameron Harland	
	Ms. Jackie Lloyd	Chair People and Culture Committee
	Mr. Andy Lowe	
	Ms. Caren Rangi	Chair Audit and Risk Committee
	Prof. Jacinta Ruru	
<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)
	Ms. Lisa Tipping	Chief Finance and Operations Officer (CFOO)
	Ms. Jamee Taylor	Board Secretary
<b>APOLOGIES</b>	n/a	

**BOARD ONLY SESSION**

*The Board held their board-only discussion the previous day. No decisions were made.*

*The CE, Kaihautū, CFOO, Director S&P and Board Secretary joined the meeting at 8.30am.*

The Board Chair proposed changes to the order of the meeting. The minutes represent the order of discussion.

**KAUPAPA WHAKAHAERE | STANDING ITEMS**

**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 216 (6 March 2020) were reviewed.

The Board **approved** minutes.

## 3. ACTION ITEMS AND MATTERS ARISING

The Board **noted** the action items.

## HEI WHAKAMŌHIO NOA | ITEMS FOR NOTING

### 10. REPORT ON COVID-19 IMPACTS AND ACTIVITIES

The report was taken as read.

The Board thanked the Incident Management Team and the Executive Leadership Team for their work, particularly implementing staff welfare provisions.

The Kaihautū acknowledged Rongowhakaata, Te Papa's iwi in residence, for their leadership and support to staff throughout the closing process.

There was a long discussion about impacts of COVID-19 closures and lock-down across the diverse areas of Te Papa's care and work, and looking forward to the next stages. Themes of the discussion included:

- a) Use of pedagogical processes and tools;
- b) Use of Te Papa's website and social media channels;
- c) Maintaining connections with audiences, particularly Māori, Pasifika and those who do not have access to digital resources;
- d) Working with existing partners, forums and networks;
- e) Documenting of border closures within the country;
- f) The museum's role in outreach and in supporting whole of government; and
- g) Ways to work with media.

The Board **noted** the update.

## KAUPAPA HEI WHAKATAU | ITEMS FOR DECISION

### 8. DRAFT STATEMENT OF PERFORMANCE EXPECTATIONS (SPE) FOR 2020/21

The paper was taken as read.

The Board:

- a) **Noted changes** to the draft SPE made following the 6 March Board meeting; and
- b) **Approved release** of the draft SPE to Audit New Zealand and Ministry for Culture and Heritage (MCH) with a caveat this would change significantly given current circumstances; and
- c) **Noted timeframes** for submission of the draft to the Minister for Arts, Culture and Heritage and approval deadlines.

## 9. DRAFT STATEMENT OF INTENT (SOI) FOR 2021/24

The paper was taken as read.

**The Board:**

- d) **Noted the draft SOI; and**
- e) **Approved release of the draft SPE to Audit New Zealand and Ministry for Culture and Heritage (MCH) with a caveat this would change significantly given current circumstances; and**
- f) **Noted timeframes for submission of the draft to the Minister for Arts, Culture and Heritage and approval deadlines.**

## KAUPAPA WHAKAHAERE | STANDING ITEMS – CONTINUED

### 6. LEADERSHIP REPORT

The report was taken as read.

The CE and Kaihautū discussed their report. The CE referred to the discussion at the last meeting in relation to a joint storage facility and confirmed that no decision is required is required from the Board.

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

*James Daniels left the meeting at 9.50am.*

### 5. UPDATE FROM AUDIT AND RISK COMMITTEE

The ARC Chair provided an update of decisions made at the meeting on 1 April. It was also noted the Interim Audit Report was discussed for which there are no major issues.

The ARC Chair asked the Board to forward any feedback on the Policy Framework.

**The Board noted the update.**

### 7. HEALTH AND SAFETY REPORT

The report was taken as read.

The CFOO introduced the report and noted the three Lost Time Injuries. This cannot be addressed with the building closed, the Board requested that it be subject to an in-depth assessment when functioning normally.

It was noted that the Manager of Health and Safety has been assisting staff complete ergonomic assessments from home. Workplace incidents at home will be recorded as per the normal process.

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

## HEI WHAKAMŌHIO NOA | ITEMS FOR NOTING – CONTINUED

### 11. WRITTEN RESOLUTION: CLOSURE OF TE PAPA

The Board noted that the written resolution below was assented to unanimously on Friday 20 March, 2020.

Given the circumstances of Te Papa in the current Covid19 outbreak the Board agrees that Te Papa will be close to the public effective 6pm Friday 20 March 2020, and will review this status over the following two weeks.

**The Board noted the resolution and confirmed the museum would remain closed until further advice is received from the Government.**

### 4. BOARD WORK PROGRAMME

The Board noted the work programme.

## HE KAUPAPA ANŌ | GENERAL BUSINESS

The Board marked the passing of former board member Sir Rob Fenwick. Rob brought a wealth of knowledge to the board table, along with his energy, kindness and humour. Haere atu ra e te rangatira. Moe marire mai.

There were no other items of general business.

The Board Meeting closed at 10.05am.

APPROVED



Fran Wilde, **Chair, Te Papa Board**

13 May 2020