Karakia Timatanga

Tuia i runga, tuia i raro	*Unite above, unite below*
Tuia i roto, tuia i waho	*Unite within, unite without*
Tuia te here tāngata	*Unite the people*
Ka rongo te pō	*The night hears*
Ka rongo te ao	*The day hears*
Haumi e, hui e, taiki e	*Let it be*

board members – register of potential conflicts of interest

Canterbury Museum

Name	Potential conflict of interest
Wayne Alexander	Ngāi Tahu Research Centre – Adjunct Senior Research Fellow South Island Schools Universities Polo Association – President Water to Water Ltd – Director and Shareholder Waters Agency Ltd – Director and Shareholder
David Ayers	Rangiora & Districts Early Records Society – committee member Heritage NZ - member Christ Church Cathedral Reinstatement Review Panel - member Kaiapoi District Historical Society – member Waimakariri Landmarks Group – member Board of Administration Methodist Church of NZ – member Methodist Connexional Property Committee – member Te Ngāi Tūāhuriri Holding Company – Board Selection Panel member Ashley Community Church Inc – Chair Robin S Allan Memorial Fund – Trustee
David Cartwright	Christchurch City Council Councillor for Fendalton Cartwright Catering Group Ltd- Director Cartwright Children's Trust Scallions Trust Christchurch Marathon- Trustee
Melanie Coker	Christchurch City Council Councillor for Spreydon Aheadstart Limited Christchurch City Holdings Limited Mason Foundation Trust
Robert Cruickshank	Brian Mason Scientific & Technical Trust – Trustee New Zealand Bio-Recording Network - Trustee New Zealand Journal of Zoology – Associate Editor University of Canterbury – Director of Environmental Science Mason Foundation Trust- Chair The Royal Society of New Zealand Canterbury Branch- Active member, Communications Leader
Puamiria Parata-Goodall	Lincoln University Council – Pro Chancellor Ngāi Tahu Fund Committee – Chair Te Pae Korako, Ngāi Tahu Archives and Whakapapa Committee – Member Arts Council of New Zealand – Member Te Māori Manaaki Taonga Trust – Member Christchurch City Council Public Art Advisory Group – Member Rarotoka Management – Shareholder Te Pakura Limited – Director National Repatriation Network – Member Museums Aotearoa – Member Flying Geese Trust – Member Te Atakura Development Trust – Member Te Matatiki Toi Ora Advisory Group, The Arts Centre of Christchurch – Kaiurungi (chair)

Kelly Perazzolo	Canterbury Horticulural Society Incorporated - Chair Friends of the Canterbury Museum Incorporated – Committee Member
Daphne Robinson	Canterbury Pilgrims and Early Settlers Association – Committee Member
Shayne Te Aika	Director, The Karshay Group (family company) Current. Board member - Canterbury University 2015-2023. Pro-Chancellor Canterbury University 2021-2023. Director – Rannerdale War Veterans Home 2021-2023. Director – Rannerdale Home Care 2021-2023.
Tom Thomson ONZM	Elastomer Products Ltd - Managing Director and Shareholder Canterbury Manufacturers Trust – Board Member Motunau Beach RFF – Rural Fire Officer and Deputy Controller Institute of Directors – Member United Fire Brigade Association NZ – Board Member
Anthony Wright	Antarctic Heritage Trust – Deputy Chair AHT Expedition Endurance Limited - Director CCC Public Art Advisory Group – Chair Clark Collection Scholarship - Selection panel member Council of Australasian Museum Directors – Member Cranleigh Barton Estate Trust – Advisory Trustee Friends of Canterbury Museum – Committee Government House Gardens Auckland Committee – Member Mason Foundation – Trustee New Zealand Botanical Society – President Robin S Allan Memorial Fund – Chair Ngākahu National Repatriation Partnership – Member Packe Street Park and Community Garden - Patron

As declared in Member profiles and at subsequent meetings

Updated 5 October 2026

CANTERBURY MUSEUM TRUST BOARD, CHRISTCHURCH, NEW ZEALAND

Minutes of a meeting held on Monday 14 September 2026 commencing at 2.00 pm, in the Boardroom, 85B Shands Road, Hornby, Christchurch

Present: Tom Thomson, Wayne Alexander, David Ayers, David Cartwright, Kelly Perazzolo, Daphne Robinson, Anthony Wright.

In Attendance: Sarah Murray, Anna Ford (minute taker).

Apologies: Melanie Coker, Rob Cruickshank,Puamiria Parata-Goodall, Shayne Te Aika (for lateness).

1 WELCOME

2 KARAKIA

The meeting was opened with karakia.

3 APOLOGIES

Mel, Rob and Puamiria sent their apologies.

26/134 Resolved that the apologies be received.

(T Thomson/K Perazzolo)

4 CONFLICTS OF INTEREST

4.1 Board members were asked to email aford@canterburymuseum.com with any changes to the current register.

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 The minutes of the meeting held on 10 August were reviewed.

26/135 Resolved that the minutes of the Canterbury Museum Trust Board meeting held 10 August 2026 be adopted as a true and correct record.

(D Cartwright/D Robinson)

Stephen Pennruscoe joined the meeting at 2.03 pm.

5.2 Matters Arising

None.

6 HEALTH, SAFETY AND WELLBEING

6.1 Report on Health, Safety and Wellbeing for August 2026 by Stephen Pennruscoe, Upoko Whakapāpā | Head of Public Engagement, dated 28 August 2026 was reviewed.

Stephen confirmed that great progress has been made on the actions from the Board Health & Safety site visits. The Board asked for an update on a broken fire extinguisher that had been sighted in the CoCA storeroom, and Stephen explained that it was in the process of being disposed of having already been replaced.

Stephen Pennruscoe left the meeting at 2.06 pm.

26/136 Resolved that the report on Health, Safety and Wellbeing be received.

(W Alexander/D Cartwright)

7 REDEVELOPMENT PROJECT CONTROL GROUP

7.1 The draft unconfirmed minutes of the Redevelopment Project Control Group Meeting held 3 September 2026 were reviewed

26/137 Resolved that the draft unconfirmed minutes of the Redevelopment Project Control Group meeting held 3 September 2026 be received.

(T Thomson/D Cartwright)

7.2 Summary Report on Canterbury Museum Redevelopment Project August 2026, by Tom Thomson, Toihau | Chair of Redevelopment Project Control Group, dated 28 August 2026 was reviewed.

26/138 Resolved that the summary report on Canterbury Museum Redevelopment Project be received.

(D Cartwright/T Thomson)

8 ŌHĀKĪ O NGĀ TĪPUNA

8.1 The minutes of the Ōhākī o Ngā Tīpuna Meeting held 14 August were reviewed.

Anthony explained that the Open section of the Ōhākī o Ngā Tīpuna Meeting focused on an update on the redevelopment, and discussions with Hunan Museum on the World Jade Culture exhibition.

26/139 Resolved that the minutes of the Ōhākī o Ngā Tīpuna Meeting held 14 August be received.

(T Thomson/K Perazzolo)

9 GENERAL BUSINESS

None.

10 INTO COMMITTEE

10.1 Motion to Exclude the Public

26/140 Resolved to exclude the public from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of its resolution are as follows:

Agenda Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1 2 3 4 5 6 7 8 9 10 11	Previous meeting minutes Fundraising and Development Finance Audit, Risk and Investment Committee Redevelopment Project Control Group Quarterly Report Loan Renewal Letter of Expectation Board & CEO only Employment Committee Board only	S7(2)(h) To enable the Museum to carry out, without prejudice or disadvantage, commercial activities and s7(2)(i) To enable to Museum to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) s7(2)(f) To enable the Museum to maintain effective conduct of public affairs through – (i) the free and frank expression of opinions by or between or to members or officers or employees of the Museum, or any persons to whom section 2 (5) of this Act applies, in the course of their duty; or (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment	Section 48(1)(a) – The public conduct of this matter would be likely to result in the disclosure of information for which good reason to withhold exists under section 7

(D Cartwright/D Robinson)

The meeting moved Into Committee at 2.08 pm.

26/156 Resolved that the In Committee business having been concluded, the public be readmitted, and the resolutions passed In Committee be confirmed.

(K Perazzolo/D Ayers)

11 KARAKIA WHAKAMUTUNGA

The meeting closed at 5.00 pm.

Confirmed as a true and correct record.

…….. Chair

…….. Date

REPORT ON HEALTH, SAFETY AND WELLBEING

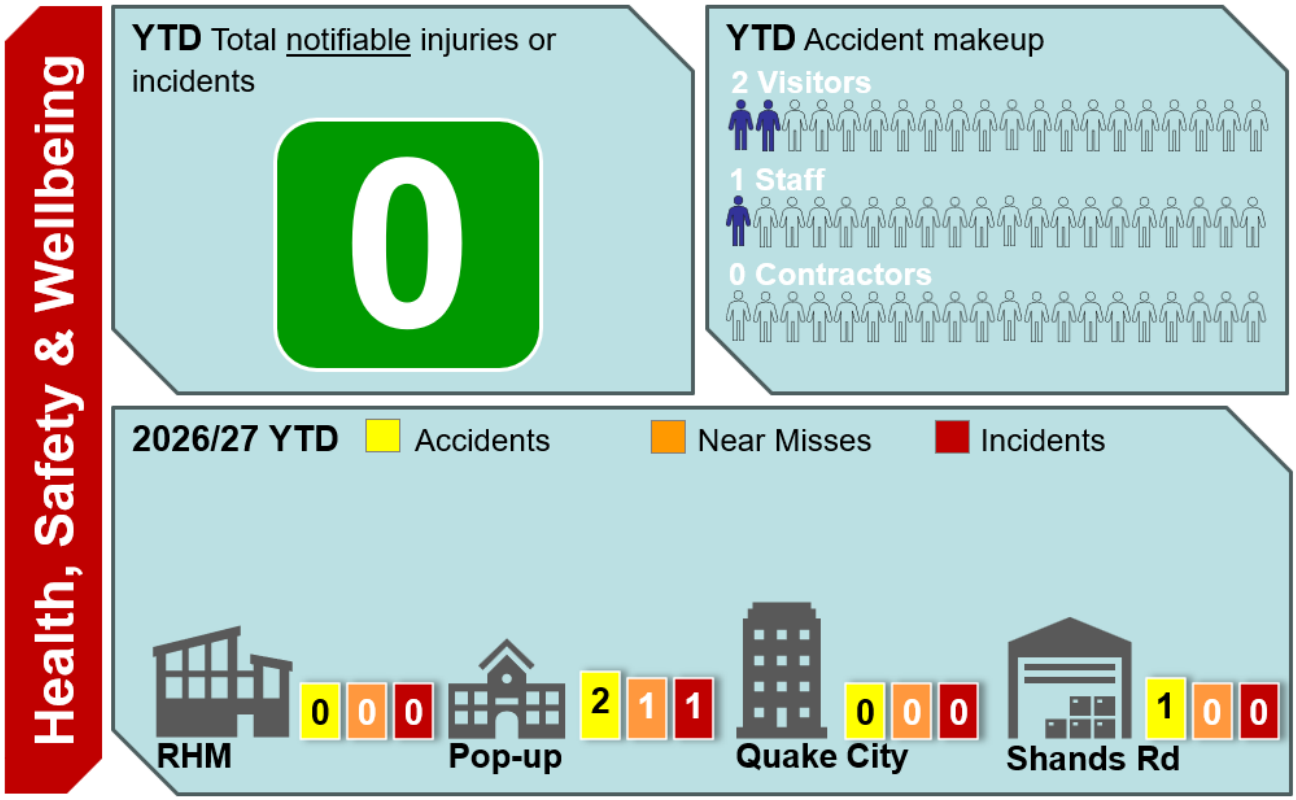
To: **Canterbury Museum Trust Board**

From: **Stephen Pennruscoe, Upoko Whakapāpā | Head of Public Engagement**

Purpose

To update the Board on key Health, Safety, and Wellbeing matters for the period 1 – 30 September 2026 and year-to-date accident reporting.

Dashboard



Accident Reporting

There were 0 accidents, 1 incident, and 1 near-miss event reported during the period.

No.	Near-Misses	Severity *	Actions to reduce likelihood of the near-miss recurring
1	**CoCA:** The *October Security* Patrol noted that, due to heat pump condensers creating moisture and sub-zero overnight temperatures, a thick layer of ice often forms atop the new decking, creating a slip hazard.	Minor	A non-slip solution has been identified and will be applied once the decking is completely dry and the weather is more consistent.
No.	**Incidents**	**Severity ***	**Actions to reduce likelihood of the incident recurring**
1	**CoCA:** At approx. 11.20 am on Tues 1 Sept, a very unwell large seabird (black-backed gull?) was found at the rear of the building. MPI were contacted by museum staff. A member of SI Wildlife Hosp arrived around 1.45 pm; the bird was euthanised, and samples were taken to test for bird flu. Bird was removed via the outside route.	Moderate	Bird tested negative for “bird flu”

Severity:
Low / Minor: *First-aid treatment only, negligible property or environmental damage.*
Moderate: *Medical treatment required, temporary disruption or moderate damage.*
Major / High: *Serious injury, hospitalisation, significant operational disruption.* ***Notifiable***
Critical / Extreme: *Fatality, multiple severe injuries, or catastrophic structural/environmental damage.* ***Notifiable***

ACC

There are currently no staff members away on work-related ACC leave.

Membership: Health, Safety and Wellbeing Committee

- Paul Verheyen – Health Safety & Wellbeing Officer **(Acting)**
- Stephen Pennruscoe – ELT Support
- Rick Bishop – Protective Services Representative
- Jack Cannon – NVE and Exhibitions Representative **(Chair)**
- Jane Comeau – Collections and Research Representative
- Kate Madden – Visitor Hosts and Education Representative
- Paul Verheyen – Shands Road Staff Representative

Key Health, Safety and Wellbeing Developments / Lead & Lag Indicators

1. The Health, Safety and Wellbeing Committee met in September.
2. Health and Safety training is up to date as of the end of September.
3. Canterbury Museum Risk Register:
    a. The Health and Safety Committee reviewed the Risk Register following the Museum's Audit and Risk Committee and Board meetings.
    b. No new risks have been identified this month.
4. Employee Assistance Programme (EAP) brochures, Critical Safety Risk Activities printout, and Health, Safety and Wellbeing Committee Minutes are present on staff noticeboards at all sites and accessible to all staff. The service continues to be used by museum staff.
5. After the recent review of the Museum's Hazardous Substances Emergency Response Plan, we have invited the local FENZ fire station for a familiar walkthrough of Shands on 15 October.
6. A new online incident reporting portal went live at the end of September. The reporting process has now been made easier and quicker. We are anticipating a jump in monthly reporting as a result. This is a good thing, as it will allow for better trend analysis.

Board Health, Safety and Wellbeing Audits

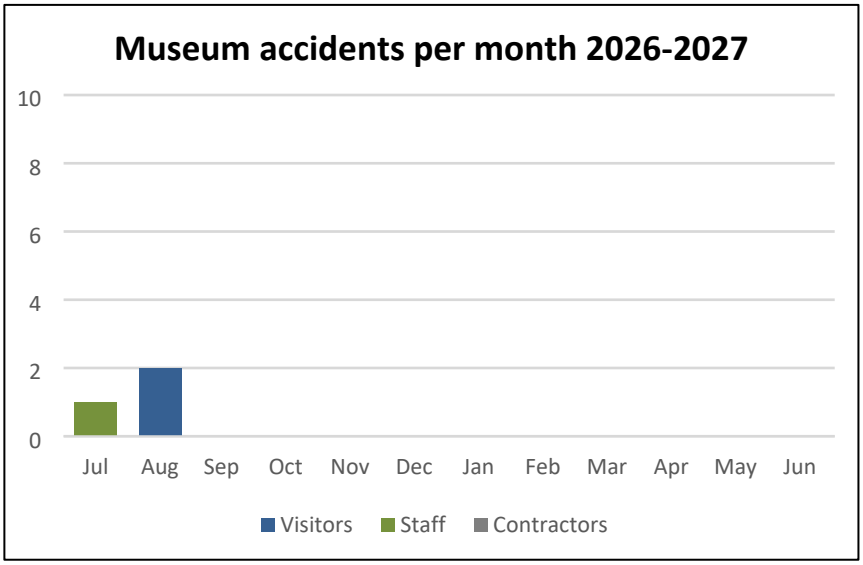
1. There is one outstanding action from previous audits, and recently completed actions are listed on 26 March 2026 (updated 1 September 2026)

Site	Action Identified	Notes / Comments	Status
Shands Road	A low-extraction unit would be ideal and is currently included in the new museum. Investigate the possibility of acquiring it now.	Purchase has been approved by ELT. Specs are being finalised prior to confirming the order.	Ongoing

2. The next Board HS&W Audit is set for Thursday, 26 November 2026.

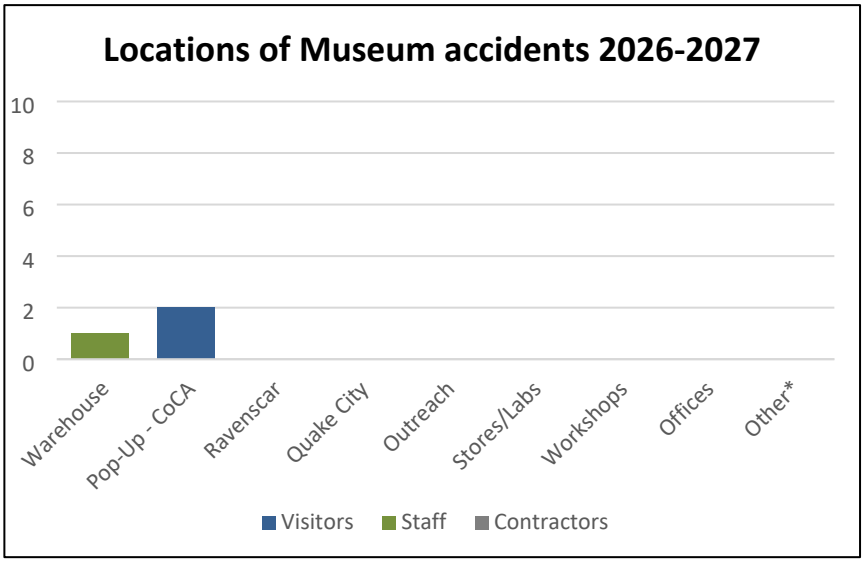
Year-to-date Graphs

Includes ergonomic, psychological, chemical, and other non-physical accidents.



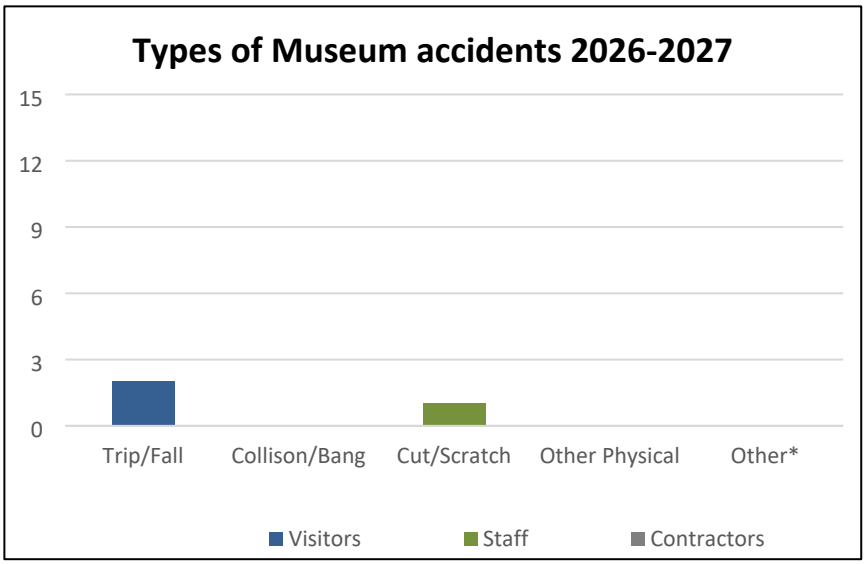
There have been a total of 3 accidents/incidents for the year-to-date as follows:

- Staff - 1
- Visitors – 2
- Contractors – 0



The locations of the accidents for the year-to-date are:

- Warehouse - 1
- Pop-Up - 2
- Ravenscar – 0
- Quake City – 0
- Outreach - 0
- Stores / Labs - 0
- Workshops - 0
- Offices – 0
- Other – 0



The types of the accidents for the year-to-date are:

- Trips / falls - 2
- Collisions / bangs – 0
- Cuts / scratches - 1
- Other physical - 0
- Other – 0

2025-2026 Accident Reporting

Combined Accident Data: Pop-Up Museum, Ravenscar House Museum, Quake City and Shands Road Warehouse	**2026/2027 Year to date**	**2025/2026 Year to date**	**2024/2025 Year to date**
Total accidents, incidents, and near misses	4	25	17
Total notifiable injuries/incidents	0	0	0
Total accidents attributable to Museum negligence	0	0	0
Visitor Accidents per reporting year	1	13	6
Percentage of visitor accidents / total visitors	0.003%	0.006%	0.003%
Total staff accidents/incidents	1	11	10
Total contractor accidents	0	1	1
Total workdays lost	0	4	5

Upcoming critical risk activities

The following critical risk activities are scheduled to occur next month.

Critical Risk Category	**Details of activity**
Uncontrolled Energy Release	• Ongoing - monthly electrical checks and maintenance.
Hazardous Substances	• Continuing to photograph the geology collection, which holds specimens that contain asbestos and other hazards. The team is using their hazards training to identify and isolate hazardous specimens before they reach the photography stage. • pXRF assessment of the taxidermy collection for heavy metals. DDT is also present on specimens.
Working at Heights	• Exhibition changeover and gallery lighting at Pop-up Museum.
People vs Plant	• Addition of large and heavy object handling as pounamu boulders are prepared and crated for loan to China.

RECOMMENDATION

That the report be received.

CANTERBURY MUSEUM TRUST BOARD, CHRISTCHURCH, NEW ZEALAND

Minutes of a meeting of Museum Redevelopment Project Control Group held onsite at the Rolleston Avenue Museum Redevelopment Site on 1 October 2026 commencing at 10.30 am

Present: Tom Thomson (Chair), Darren Moses, Wayne Alexander, Anthony Wright

In Attendance: Sam Davis, Julian Donald, Trevor Watt, Lynell Bell (minutes)

Apologies: Jack Harris, David Cartwright

The formal meeting was preceded by a walk around the redevelopment site.

1 WELCOME

Tom welcomed all attendees.

2 APOLOGIES

Apologies received from Jack Harris and David Cartwright.

P26/56 Resolved that the apologies be received

(T Thomson/D Moses)

3 CONFLICTS OF INTEREST

None noted.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 The minutes of the meeting (open) held on 3 September 2026 were received.

P26/57 Resolved that the minutes (open) of the Museum Redevelopment Project Control Group meeting held 3 September 2026 be adopted as a true and correct record.

(D Moses/A Wright)

4.2 **Matters Arising**

None.

5.1 MOTION TO EXCLUDE THE PUBLIC

P26/58 Resolved to exclude the public from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official

Information and Meetings Act 1987 for the passing of its resolution are as follows:

Agenda Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
6 7	Confirmation of In Committee Minutes Redevelopment Project PCG Monthly Report (September)	s7(2)(h) To enable the Museum to carry out, without prejudice or disadvantage, commercial activities	Section 48(1)(a) – The public conduct of this matter would be likely to result in the disclosure of information for which good reason to withhold exists under section 7

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of the Act or sections 6, 7 or 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above with respect to each item.

(T Thomson/A Wright)

11 OUT OF COMMITTEE

P26/63 Resolved that the In Committee business having been concluded, the public be readmitted, and the resolutions passed In Committee be confirmed.

(T Thomson/D Moses)

12 GENERAL BUSINESS

Agreed to move the Redevelopment PCG meeting scheduled for Thursday 3 December, to a week earlier being Thursday 26 November.

Meeting closed at 11.35pm

13 DATE OF NEXT MEETING

Thursday 29 October 2026, 11am, Rubix Boardroom

Confirmed as a true and correct record.

…….. Chair

…….. Date

REPORT ON CANTERBURY MUSEUM REDEVELOPMENT PROJECT CONTROL GROUP

To: Canterbury Museum Trust Board

From: Tom Thomson, Chair, Redevelopment Project Control Group

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BACKGROUND

The following report provides a brief summary of the progress of the Canterbury Museum Redevelopment Project for the most recent one-month reporting period (27 August to 25 September 2026).

RECOMMENDATION

That the report be received.

Tom Thomson
Board Chair

28 September 2026

Canterbury Museum Redevelopment Project Report

September 2026

Executive Summary

There are no new recommendations in this report and the risk commentary remains largely unchanged. The completion of the excavation under the Robert McDougall Gallery has begun to reduce the residual risk of ground related items and no new or additional risks have been identified. The project team continues to monitor the risk of the instructed Stage 5 fitout works in relation to the programme and cost inflation.

The review of the Stage 4 and 5 pricing continued to be assessed during the period. The previously reported figures indicated that the Stage 5 pricing would be approximately $8m higher than the budget; however, this is now expected to be circa $13m higher than budget. This is due to the value engineering opportunities that remain to be confirmed as feasible – the largest of which is the lighting.

There were fewer notable incidents during this reporting period, with one lost time injury (LTI), five first aid incidents and two near misses. The first aid incidents were all minor in nature and didn't require additional medical treatment. The Northern entry gate to the site will now be used for trucks delivering steel; this doesn't require any update to the current Traffic Management Plan.

Stage 4 remains on budget, with the forecast cost at completion matching the approved budget.

Latest Site Images

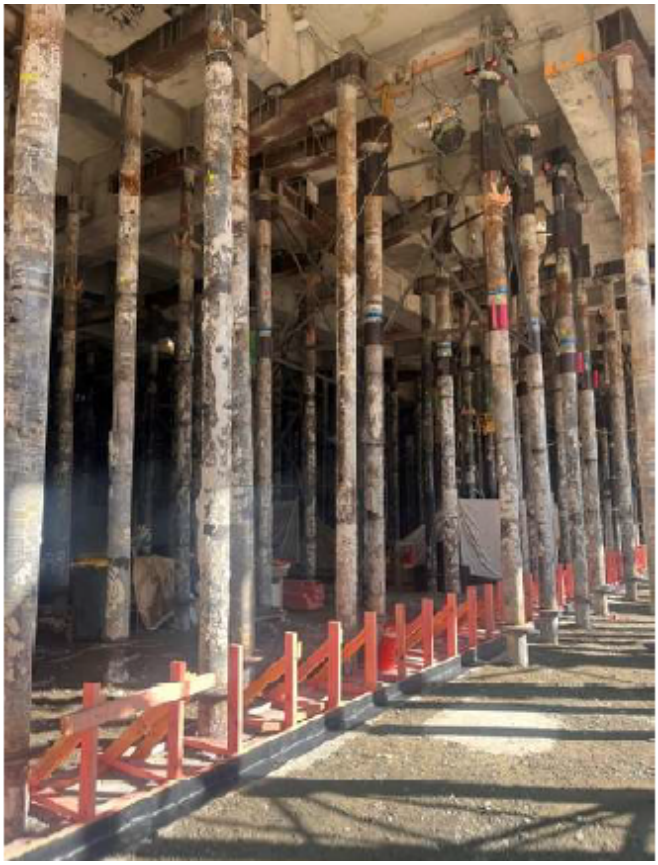


Zone 1-2 Level 0 Walls and Capping Beams



Zone 3-4 Level 0 FRP (Formwork and Reinforcement Placement)





Robert McDougall Gallery Slab Formwork and Reo



Zone 3 Level 0 Floor Slab and Columns

CANTERBURY MUSEUM TRUST BOARD, CHRISTCHURCH, NEW ZEALAND

Minutes of an Employment Committee Meeting held on Monday 28 September 2026 at 2.00pm, 85B Shands Road, Christchurch

Present: Tom Thomson, Shayne Te Aika, Melanie Coker, Anthony Wright

Apology: An apology from Shayne Te Aika (called away under urgency just before meeting) was sustained.

1 CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETINGS

1.1 The minutes of the meeting held 8 June 2026 were reviewed.

E26/052 Resolved that the minutes of the Canterbury Museum Employment Committee meeting held 8 June 2026 be adopted as a true and correct record.

(T Thomson/M Coker)

1.2 The minutes of the meeting held 29 June 2026 were reviewed.

E26/053 Resolved that the minutes of the Canterbury Museum Employment Committee meeting held 29 June 2026 be adopted as a true and correct record.

(M Coker/T Thomson)

1.3 The minutes of the meeting held 13 July 2026 were reviewed.

E26/054 Resolved that the minutes of the Canterbury Museum Employment Committee meeting held 13 July 2026 be adopted as a true and correct record.

(T Thomson/M Coker)

2 INFORMAL REVIEW OF TUMUAKI MATUA | DIRECTOR'S ACTIVITIES PREVIOUS 3 MONTHS

2.1 The Tumuaki | Director reported verbally in some detail on non-KPI activities for the period 13 July – 25 September 2026.

The Chair noted it was a full report on wide-ranging activities, and that it was really good to hear the achievements being made.

E26/055 Resolved that the Tumuaki Matua | Director's activity report for the period 13 July – 25 September 2026 be received and he be thanked for his report and work.

(M Coker/T Thomson)

3 INTO COMMITTEE

3.1 Motion to exclude the public

E26/056 Resolved that the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of its resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1 Minutes 2 Director's Performance Review 3 Director's Draft Performance Plan 4 Director's Remuneration Review	Good reason to withhold information exists under section 7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons and s7(2)(i) To enable the Museum to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a) - Protect the privacy of natural persons, including that of deceased natural persons

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of the Act or sections 6, 7 or 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above with respect to each item.

(T Thomson/M Coker)

4 OUT OF COMMITTEE

4.1 Motion to readmit the public

E26/065 Resolved that the In Committee business having been concluded, the public be readmitted, and the resolutions passed in committee be confirmed.

(T Thomson/M Coker)

There being no further business, the meeting closed at 3.55 pm.

Confirmed as a true and correct record.

…….. Chair

…….. Date

REPORT ON BOARD MEETING FREQUENCY

To: Canterbury Museum Trust Board

From: Anthony Wright, Tumuaki Matua | Director

Purpose
To seek the Board's approval to reduce the number of scheduled ordinary Board meetings each year, with February, June and October identified as planned months without an ordinary meeting unless urgent or significant business requires one.

The proposed change is intended to reduce the staff and governance time associated with preparing for, attending and following up Board meetings, while maintaining effective oversight, timely decision-making and the Board's ability to respond at pace. It is made in response to the Board's Letter of Expectation.

Background
The Board's Letter of Expectation establishes the redevelopment and New Visitor Experience as the Museum's clear and overriding priority. It asks the organisation to identify work that can be reduced, paused or deferred, make disciplined use of time and resources, and move with clarity and pace rather than unnecessary complexity. As part of the wider review of Museum activity against the Letter of Expectation, Board and sub-committee meeting frequency has been identified as an area where a meaningful time saving could be achieved. The Letter also emphasises stronger accountability, visible work programmes, clear responsibilities, active management of risks and regular reporting to the Board throughout the transition. Any reduction in meeting frequency therefore needs to balance the release of management and staff capacity with the Board's continuing governance responsibilities and need for timely information.

Preparing for an ordinary Board meeting requires significant input across the organisation. This includes preparing and reviewing reports, agendas and supporting material; collating and distributing papers; responding to questions; attending the meeting; preparing minutes; and completing follow-up actions. The time involved extends well beyond the scheduled meeting itself and is concentrated among staff whose capacity is also required for redevelopment and New Visitor Experience delivery.

The Canterbury Museum Trust Board Act 1993 requires the Board to hold the meetings necessary to carry out its functions effectively, but does not prescribe monthly meetings. It also allows the Board to regulate its own proceedings.

Current Status
The current annual calendar provides for 11 ordinary Board meetings, with no meeting scheduled in January. Over the last decades, it has been usual for the February Board meeting to be cancelled due to lack of business. The Board also has an extensive programme of committee and other governance meetings throughout the year.

Any reduction must be carefully managed. Meeting too infrequently could delay decisions, reduce the Board's visibility of emerging risks, or result in substantially larger agendas at subsequent meetings. It is therefore important that any change:

- retains regular governance oversight
- preserves the Board's ability to review progress and make decisions at pace
- does not simply transfer excessive business to the following meeting
- makes appropriate use of committees

- maintains regular written reporting on major risks and redevelopment progress
- allows an extraordinary Board meeting to be called where required.

The current calendar indicates that February, June and October are the most practical months in which to omit an ordinary Board meeting. Appendix 1 shows a draft 2027 Board and Committees meeting schedule with these changes incorporated.

Governance does not cease just because there is no formal Board meeting. Board committees continue to meet carrying out governance functions in February (Redevelopment PCG, Board Health Safety & Wellbeing site visits, Audit, Risk & Investment), June (Redevelopment PCG, Ōhākī o Nga Tīpuna, Board Health Safety & Wellbeing site visits, Employment) and October (Redevelopment PCG, Board Health Safety & Wellbeing site visits).

It is suggested that the Canterbury Museum Trust Board:

1. Approves February, June and October as planned months without an ordinary Board meeting from 2027, unless urgent or significant business requires a meeting to be held. A date for a meeting will be held in all diaries to be removed if agreed not required.
2. Agrees that the Chairperson, in consultation with the Director, continues to determine whether an ordinary or extraordinary Board meeting is required in these months.
3. Notes that scheduled sub-committee meetings will continue unless separately reviewed, and that matters within existing delegations may continue to be considered through the appropriate committee.
4. Requests that the effectiveness of the revised meeting cycle be reviewed after 12 months, including whether decisions have been delayed, subsequent agendas have become unmanageable, or further changes to the Board and sub-committee calendar are desirable.

RECOMMENDATION

That the Canterbury Museum Trust Board approves the revised annual meeting cycle under which ordinary Board meetings continue to be scheduled in February and October, but may be cancelled by the Chairperson, in consultation with the Director, where there is insufficient business to warrant a meeting and no urgent, significant or time-critical matters requiring Board consideration; and that the effectiveness of the revised meeting cycle be reviewed after 12 months.

Anthony Wright
Tumuaki | Director

1 October 2026

CANTERBURY MUSEUM TRUST BOARD - SCHEDULE OF MONTHLY MEETINGS & ANNUAL PLANNING AND REPORTING CYCLE FOR 2027

MONTH	MEETING DATES 2027	PLANNING	REPORTING	REVIEW
JANUARY	No meeting			Staff 6 monthly performance reviews
FEBRUARY	Monday 15 February (Waitangi 8 Feb)	Staff formulate Annual Plan objectives	**HOLD DATE FOR MEETING IF REQUIRED**	
MARCH	Monday 8 March	**Board approves draft Annual Plan for release to CLAs**	**Six monthly accounts Jun – Dec** Accounts payable Nov/Dec/ Jan **Quarterly Report for Oct – Dec**	Review CMTB sub-committee structure Board strategic planning
APRIL	Monday 12 April		Accounts payable Feb/Mar	**Seminar Group visit:** Collections and Research
MAY	Monday 10 May	**Board adopts Annual Plan**	**Quarterly Report for Jan – Mar** **Nine-monthly accounts Jun – Mar** Accounts payable Apr	
JUNE	Monday 14 June		**HOLD DATE FOR MEETING IF REQUIRED**	
JULY	Monday 12 July		IT Strategy Report	Staff performance planning Risk appetite Board strategic conversation **Seminar Group visit:** Operations
AUGUST	Monday 9 August		**Quarterly Report for Apr – Jun** Accounts payable May/Jun/Jul	
SEPTEMBER	Monday 13 September		**Draft unaudited annual accounts** Accounts payable Aug	Director's annual review and forward plan (Employment Committee) Review CMTB Skills Matrix Board strategic conversations
OCTOBER	Monday 11 October		**HOLD DATE FOR MEETING IF REQUIRED**	
NOVEMBER	Monday 8 November	Annual Budget figures prepared	**Quarterly Report for Jul – Sep** **Board adopts financial statements** **Three monthly accounts Jul – Sep** Accounts payable Sep/Oct	**Seminar Group visit:** Public Engagement
DECEMBER	Monday 13 December	**Board approves draft Annual Budget for CLA budgeting purposes**	IT Strategy Report	Board shape 2028 programme

CANTERBURY MUSEUM TRUST BOARD – SCHEDULE OF SUB-COMMITTEE MEETINGS 2027

REDEVELOPMENT PCG

Held in the Boardroom, Rubix, 52 Oxford Terrace, Christchurch

MONTH	MEETING DATES 2027	TIME
JANUARY	Thursday 28 January	10.30 AM – 12.00 PM
FEBRUARY	Thursday 25 February	10.30 AM – 12.00 PM
APRIL	Thursday 1 April	10.30 AM – 12.00 PM
	Thursday 29 April	10.30 AM – 12.00 PM
JUNE	Thursday 3 June	10.30 AM – 12.00 PM
JULY	Thursday 1 July	10.30 AM – 12.00 PM
	Thursday 29 July	10.30 AM – 12.00 PM
SEPTEMBER	Thursday 2 September	10.30 AM – 12.00 PM
	Thursday 30 September	10.30 AM – 12.00 PM
OCTOBER	Thursday 28 October	10.30 AM – 12.00 PM
DECEMBER	Thursday 2 December	10.30 AM – 12.00 PM

ŌHĀKĪ Ō NGĀ TĪPUNA

Held in the Boardroom, Canterbury Museum, Shands Road

MONTH	MEETING DATES 2027	TIME
MARCH	Thursday 11 March	9.30 – 11.00 AM
JUNE	Thursday 17 June	9.30 – 11.00 AM
AUGUST	Thursday 12 August	9.30 – 11.00 AM
NOVEMBER	Thursday 11 November	9.30 – 11.00 AM

AUDIT, RISK & INVESTMENT COMMITTEE

Held in the Boardroom, Jarden, 148 Victoria Street

MONTH	MEETING DATES 2027	TIME
FEBRUARY	Wednesday 3 February	2.00 – 3.30 pm
MAY	Wednesday 5 May	2.00 – 3.30 pm
AUGUST	Wednesday 4 August	2.00 – 3.30pm
NOVEMBER	Wednesday 3 November	2.00 – 3.30pm

EMPLOYMENT COMMITTEE

Held in the Boardroom, Canterbury Museum, Shands Road

MONTH	MEETING DATES 2027	TIME
MARCH	Monday 8 March	12.30 – 1.30 pm
JUNE	Monday 14 June	12.30 – 1.30 pm
SEPTEMBER	Wednesday 22 September	2 - 4 pm
DECEMBER	Monday 13 December	12.30 – 1.30 pm

BOARD HEALTH, SAFETY & WELLBEING SITE VISITS

Held at either Shands Road, Redevelopment site, or 3 town sites

MONTH	DATE	TIME
FEBRUARY	Thursday 25 February	1.30 – 2.30 pm
JUNE	Thursday 24 June	1.30 – 2.30 pm
OCTOBER	Thursday 28 October	1.30 – 2.30 pm

CANTERBURY MUSEUM TRUST BOARD, CHRISTCHURCH, NEW ZEALAND

**Resolved to exclude the public from the following parts of the
The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of its resolution are as follows:**

Agenda Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1 2 3 4 5 6 7	Previous meeting minutes Fundraising Finance Redevelopment Project Control Group Employment Committee Board & CEO only Board only	S7(2)(h) To enable the Museum to carry out, without prejudice or disadvantage, commercial activities and s7(2)(i) To enable to Museum to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) s7(2)(f) To enable the Museum to maintain effective conduct of public affairs through – (i) the free and frank expression of opinions by or between or to members or officers or employees of the Museum, or any persons to whom section 2 (5) of this Act applies, in the course of their duty; or (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment	Section 48(1)(a) – The public conduct of this matter would be likely to result in the disclosure of information for which good reason to withhold exists under section 7

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of the Act or sections 6, 7 or 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above with respect to each item.

Karakia Whakamutunga

Whakairia te tapu	*Elevate the sanctity*
Ki te pae tuara o Ranginui	*To the back of Ranginui*
Kia turuki whakatahā ai	*So as to return to normality*
Haumi e, hui e, taiki e	*Let it be*