MINISTRY OF EDUCATION
TE TĀHUHU O TE MĀTAURANGA

MINUTES

Risk and Assurance Board

Location	Level 5, Te Wāhanga, Level 5, St. Paul's Square
Date and Time	17 September 2015, 9.00am – 1.00pm
Chair	Garry Wilson
Secretariat	[redacted]
Attendees	Peter Hughes, Wayne Cameron, Sandi Beatie, Roy Tiffin, Ellen MacGregor-Reid, Zoe Griffiths and James Jong. [redacted] each attended for part of the meeting.
Apologies	There were no apologies

A. Meeting opening

The RAB welcomed Sandi Beatie to her first meeting.

1. [redacted]
2. [redacted]

B. Secretary and Deputy Secretary Updates

3. [redacted]

[redacted]

4. **Accommodation Change Readiness update**

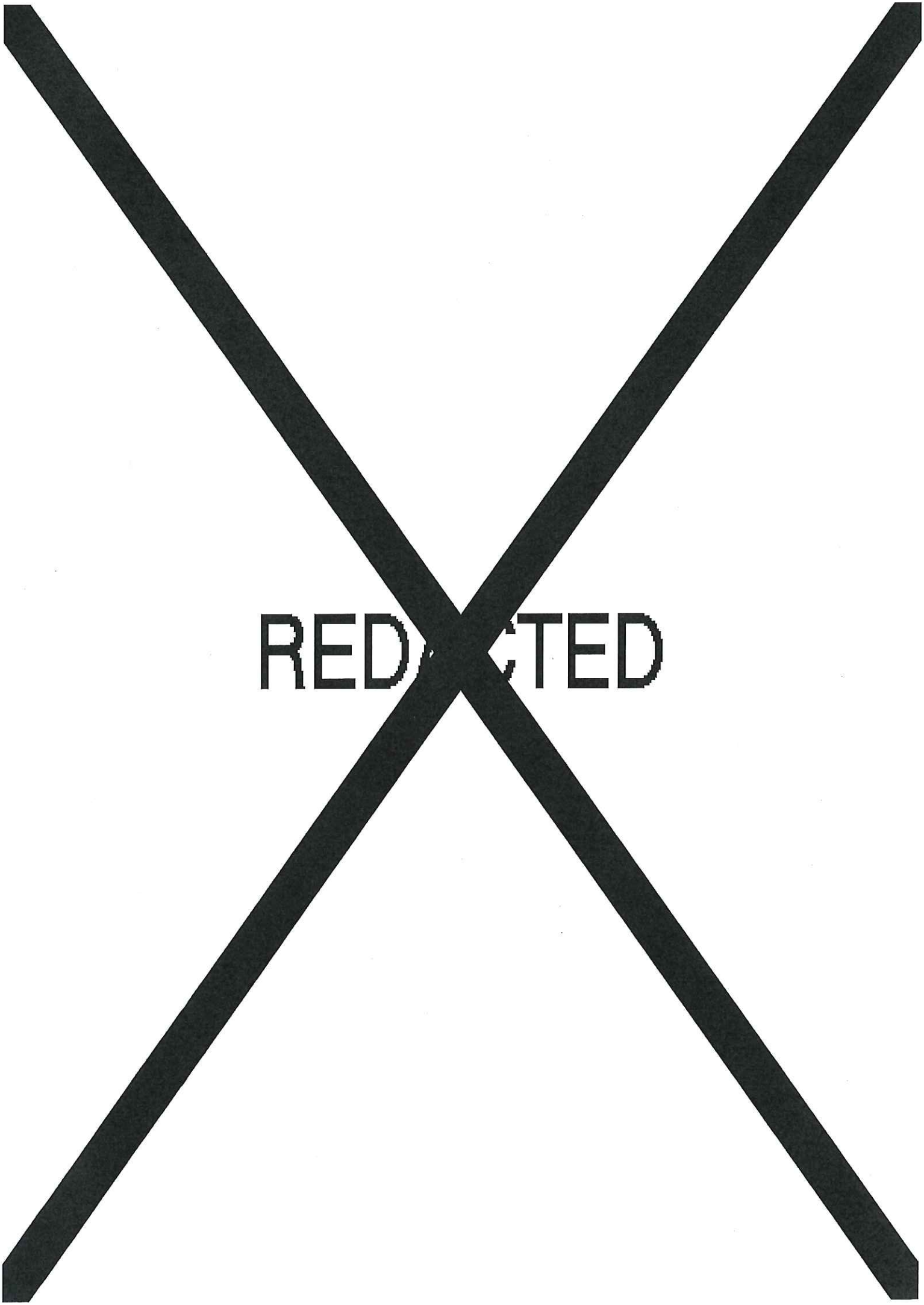
Zoe's paper on change readiness was taken as read. She reported that the change programme is progressing well. There has been a focus on staff engagement and preparing for the move. These include reducing paper, consulting with staff on how flexible working spaces will work, migrating to electronic storage, and changes to technology and telephony.

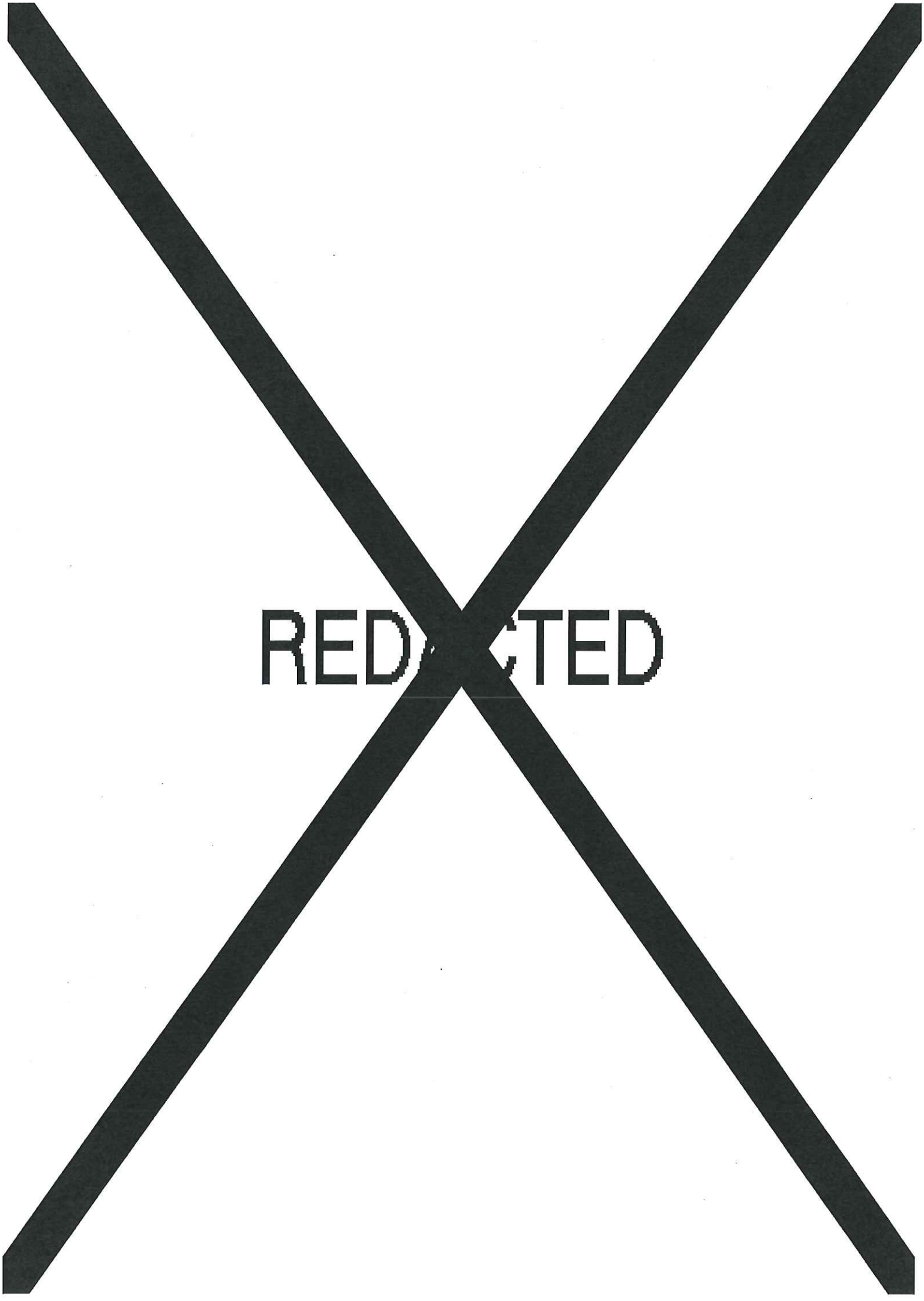
Action

- Zoe Griffiths to arrange a technical briefing by the NZ Fire Service for the RAB on fire safety aspects of the Bowen Street building.

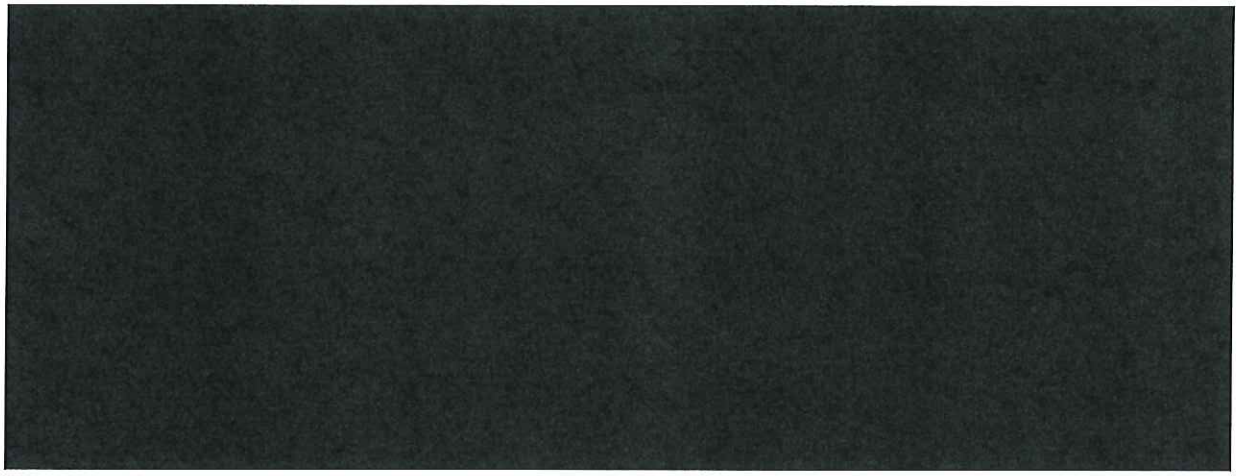
5. [redacted]

6. [redacted]


REDACTED


REDACTED

E. Closing



The meeting closed at 12:50 pm.