

Board meeting

Wednesday, January 10, 2024 at 13-15.30

Location; Svenska skolan, Carcavelos

1. **Open meeting.** Meeting nr 7 for the board.
Opened. Present; Miguel Engström, Fredrik Häggglund, Henrik Gustafsson, Mikael Cwyl, Ana Matos, Emelie Tillgren. Linda Petersen and Kristin Arnberg is present online.

2. **Approval of Agenda.**
Approved.

3. **Election of secretary** Fredrik Häggglund

4. **Election of adjusters**
Mikael Cwal, Emelie Tillgren

5. **Reports**

-**Measurements.** The schools neighbour Paula have sent her architect Miguel Berger to the meeting. The issue is that they have made a new construction and need to send papers to the authorities to get clearance for everything to be in order. This is compulsory if they want to sell their house in the future. It was then seen that their property is a lot bigger in reality than what was officially known. For the school it's the opposite, our land is smaller than was officially known and the conclusion is that when the wall between the houses was built, there was a mistake. This mistake seems to be around 200 m2. Miguel Berger wants the board to sign a document that this is in order for the school. Henrik have been in contact with our lawyer that recommends not to sign, as there is facts that are not clear and that we, as a board, change members regularly. We decide to start with a correct measurement of the properties. Miguel Berger will arrange that for Paula and Miguel Engström for the school.

-Headmaster; Kristin informs that there has been a good start of the semester. There are 6 new kids at the pre-school and 4 more in different grades, a total of 92 students, including 3 students having online education because of travelling.

All, but one, tuition fees are paid for all the students.

Regarding the school staff it's been some rotation in who does what job. There is a wish to have 3 different teachers in Portuguese instead of 2 as we want to offer 3 levels.

There is a suspicion that grants from Skolverket will be lower than before. 8 out of 11 students that were thought to be given grants have had additional detailed questions from Skolverket.

There has been proper training of evacuating the school in case of a fire. The students will now also be drilled to be able to get into the school in a short time, as a practice if an external threat is noticed.

-Head of property maintenance Miguel informs that the change from Marlon to Antonio as a house-keeper works fine. Antonio starts up the school in the morning, fills up material and does maintenance during Saturdays, according to Miguels list what needs to be done.

The burglar alarm has gone off during the Christmas break, probably because of a small earth quake. Miguel will show Kristin the details if it happens again.

Regarding the attic where our archive has been, there have been a check what needs to stay in the archive. 80% of the material in the attic have been thrown away. Cupboards will be bought to place the rest of the archive in the music studio. A master carpenter from Sintra have inspected the roof and told that it will be good for another 20 years. Instead of building a whole new roof, a carpenter will renovate some parts during the summer. A Velux window will be put in, both for light and to get extra tiles for repair of the roof in the future. There is no need to shorten "sommarr-fritids" during the summer.

Gutters have been cleaned again, 3:rd time in a year, as the pigeons stay under the roofs solar panels and leaves a lot of trash. Miguel will

bring up the subject of solar panels for a board meeting later this spring.

The new fridge-bench have arrived and have been installed in the kitchen, it seems to work well. The builders that re-built the kitchen 2016 will come by this week, to explore if our kitchen could be even more efficient used.

6. Items for discussion

- **News-letter;** Ana has a suggestion that a news-letter should be mailed out to the parents beginning of every semester. This to include information about the work in the board, that the MoM:s are available in the website and if we need any specific help from other parents. Fredrik will take action on this.

The board; Emelie and Henrik have not decided if they will continue in the board after the annual meeting in May. Henrik will give Carla in the election committee a heads up about this.


7. Adjournment

The board meeting ended. Next meeting is planned for 2024-02-06, 09-11.30 at Svenska skolan. Focus will be on Kristin who wants to present a alternative ownership of the school.

Adjusters;



Mikael Cwal



Emelie Tillgren