

## **Board meeting, 220831**

Svenska skolan, Lisboa

### **1. Open meeting**

Opened. Present; Henrik Gustafsson, Fredrik Hägglund, Sandra Hellsvik, Emilie Tillgren, Kristin Arnberg, Miguel Engström, Ana Matos, Louise Gadd.

### **2. Approval of agenda.**

Approved. Choice of adjusters for this MOM; Miguel Engström and Emilie Tillgren.

### **3. Reports**

*-Headmaster.* Kristin informs it's currently 84 students. The school is considered full when 90 students.

*Staff;* Lidiya, working in the kitchen, will retire 6 months earlier than planned, 9/9. She is replaced with Irena who is a math. teacher, 58 years old, coming from Ukraine. Jessica is replaced with Jimmi Johnsen as planned. Kristin will work part time and Louise will step in for that time instead, which is approved by the board. A schedule for responsibility areas between them is done.

*Headmaster and treasurer;*

*Budget;* results are in order and budget is as planned, about 710.000 €. The budget was set in nov-21, then for 83 students. The summer school added more than planned, about +8.600€.

There is a small pool of people acting as replacements and they were used about 9 weeks in the spring, because of covid rules, this added some higher costs.

At the moment there is 300.000 € on the accounts. There is a loan (now 2.1% interest) for 8 y/96 months, taken 3 years ago that was used to upgrade the garden and backyard of the school. Left for payment is 65.500 €. The grants from Skolverket is planned to be lower than before.

*Head of property maintenance;* Miguel informs about the upgrades that has been done during the summer, mainly outdoors. Rubber mat is removed/there is a new floor on the backyard. Potential safety issues have been solved, aswell as a upgrade in both functionality and estetics. The schools handyman Marlon have put a lot of spare time to the upgrades during the summer.

There is planned for a meeting with Pedro Cafe' (responsibel for the facility of the first rubber mat) to see possibilities for a "note of credits" for the future. A discussion with lawyer cleared that we are in no position of going to court, even if the facility of the mat was done in a wrong way from beginning.

*Project group Statues;* Henrik informs that he has been in contact with former board member Annelie, she told him that a contact with lawyer have been made for translation of the statutes in Swedish to Portuguese, and to ensure that the statutes comply with Portuguese law. Henrik will ask for an offer to see the costs. We decide that a project which costs above 3000 € need to be approved by the board

*Project group Portuguese;* Mikael and Emilie have had a discussion with Kristin who already had planned for a change this autumn. The students will be divided in 3 levels and 3 teachers will be involved; Goncalos, Suzana and Marlon.

*Project group IT; Mikael is unfortunately not able to come today, we plan for a report next meeting.*

#### **4. Items for discussion**

*-Late payments; There is not a clear routine for parents that don't pay the fees in time, except both oral and written reminders. Unfortunately there was this spring a family that didn't pay the last fee and then moved, no payment was done. Unpaid fees have also been an issue before. Now the parents have a total of three regular payments, of which two are due in the end of each semester. The board recommends the school to have only one regular payment per semester, and due at earlier dates. This would enable the school to collect debts before the semester ends. It also means less administration for the school. A vote amongst the members will be carried out at the next general meeting in order to approve this proposal from the board. We will also add a fee for the reminder. The headmaster can in special circumstances prolong the payment for the fee, but not more than 30 days after planned payment date. After that, the board should be noticed and take action.*

*-Property projects; Miguel plans to form a project group of parents with different skills in maintenance. A five years maintenance list will be put together. A playroom in pre-school has a damp wall shared with a bathroom where there is a lack of ventilation. Repair works set at 500€, including VAT, will start asap if board approves the plan. Meeting decided in favour. The board decides to make a "walk-through" of the school 220919, 17.30 (after the school APT) to see the upgrades that has been done and see whats next.*

*-Honorary members; Members and former members that done extraordinary work can be pointed out as honorary members at the annual meeting in May. A suggestion will be elaborated and presented to the board.*

*-Meetup; Kristin plans for a event-calender, including the parents to see the school. A suggestion is to also have a social meeting for parents in some way. The board is invited to the schools "APT" 220919 at 17.00,*

*-Sponsors; Ana will arrange for a mailgroup for all the parents to facilitate contacts. The mail will include a question to be in a sponorgroup for the school.*

*-Mentors; Fredrik wish for a compulsory system in the school where older students are mentors for younger students, Kristin will consider this.*

*-Musical instruments; Goncalos are asked by Kristin to put together a "wish-list" for instruments to the school, the list will be presented to the sponsor group.*

#### **5. Adjournment.**

Meeting closed. Next is the APT and "walk-through" of the school 220919, 17-18.00.

Adjusters; Miguel Engström and Emilie Tillgren;