

## Annual meeting

Monday 29<sup>th</sup> of May, 2023 at 17.00

Svenska Skolan i Lissabon

### Agenda

1. **Open meeting.**  
Henrik Gustafsson declares the meeting opened. 43 parents are present online.
2. **Determination of proper notice of the meeting.**  
Approved.
3. **Approval of the agenda**  
Approved.
4. **Election of meeting chairman and meeting secretary**  
Susanne Hägglund is elected as meeting chairman and Fredrik Hägglund as meeting secretary.
5. **Election of adjusters and vote counters;** Emelie Tillgren and Marie-Kristin Koletic is elected.
6. **Determination of quorum;** 28 power of attorney forms are in place and quorum is thereby achieved together with the 43 attending members.
7. **Headmaster's report;** Kristin presents a powerpoint (attached in the summon) with the activity report. As summary the school shows high attendance, good results and a high level of well-being for the students and staff. The national tests for grade 3 and 6 are finished. The number of students is too low (6+10) to show statistics but results are good. An annual survey among the parents is done, a highlight of the result is presented. Regarding economy, the result for 2021 was +45.366 € and for 2022 - 54.138 €, with extraordinary costs of 25.143 €.
8. **Board's report;** Henrik presents that Kristin returns to full time and has renewed her contract as headmaster for another year.  
A new web site is to be launched during the summer.  
There has been a successful change of accounting firm. The new firm is more modern, offers digital solutions, is more efficient and has English speaking staff. Statutes are to be updated at an extraordinary meeting in the fall.

Miguel Engström is head of property maintenance in the board and explains concluded works on the school building and the yard. Focus have been on safety, function and aesthetics. The school yard have been updated and the pre-schools playground have been made more secure and a pergola have been added. The pre-schools bathroom has been tiled. The pool and pool-area have been updated. Planned works are to renew the fencing of the school yard.  
A wooden pavilion will be built behind the school building during end of July.

A mini-pergola is planned for by the entrance to give protection for rain and sun. A filtered drinking machine will be installed in the school yard, with water from the pre-school kitchen to make it easier for all kids to drink water during the warm days. The wall toward the eastern neighbour will be reinforced. A sound isolation is planned for in the future music studio.

9. **Audit statement;** The Schools auditor, Karl-Olof Öhrn, gives an audit report. The new accounting firm works fine, they have made the financial statements clearer and done some major corrections compared to previous years. A previous debt to Skolverket has been written off. Deductions have been made from the value of the school building. A different presentation of vacation salaries is done, in the past no accruals have been made of the holiday pay. A currency correction is made as the Swedish krona is 10% lower than a year ago. As a total the result will end up -54.000 € this year but current expenses are well balanced against this year budget. The schools economy is in balance. He recommends discharge for the members of the board.
10. **Discharge of the members of the board.** Approved.
11. **Approval of school fees;** A raise of 5% of the school fees is approved.
12. **Approval of budget for 2023;** Kristin presents the budget for 2023. The budget includes a planned income of 765.595€ and expenses of 754.451 €. The highest cost is wages, 613.566, including a raise of 3%. Budget is approved.
13. **Determination of the number of board members.** The number of board members will continue to be 7.
14. **Election of board members;** Sandra Hellsvik and Micael Lagergren finish their term on the board today. Morgan is in the election committee. His proposal for two new members is Mikael Cwyl and Carla Lupo. They have been presented together with the summons. A proposal and presentation of another candidate, Linda Petersen is made by a member. A vote is done and Mikael Cwyl and Linda Petersen are elected.
15. **Election of members for the election committee;** Carla Lupo and Elize Axelsson are elected.
16. **Election of auditor and deputy auditor;** Karl-Olof Öhrn is elected as auditor and Sandra Hellsvik as deputy auditor.
17. **Motions and questions from members;** No motions or questions are presented.
18. **Closing of meeting;** Susanne thanks all members for their commitment. Meeting closed.

Adjusters Emelie Tillgren and Marie-Kristin Koletic;



Emelie Tillgren