

Board meeting

Wednesday, April 22, 2024 at 09.15-11.30,

Location; Svenska skolan, Carcavelos

1. **Open meeting.** Meeting nr 12 for the board.
Opened. Present; Miguel Engström, Fredrik Hägglund, Henrik Gustafsson, Emelie Tillgren, Linda Petersen, Mikael Cwyl, Ana Matos and Kristin Arnberg. Peter Wallqvist is invited as a guest.
2. **Approval of Agenda.**
Approved.
3. **Election of secretary** Fredrik Hägglund
4. **Election of adjusters**
Emelie Tillgren and Linda Petersen
5. **Reports;**

-Headmaster Kristin informs that there is construction works in the neighborhood. The school have lost both electricity and water a couple of times as a result of updates in our area/Junqueiro with new water pipes and fiber, due to fault digs.
An open house will take place 30/4 on "Valborg" 14-16.00, a mail has been sent out to all members.

There are still no teachers that plan to leave for autumn term.

-Head of property maintenance. Miguel informs that he and Mikael are writing a PM what to do for both the coming 5 and 10 years about our school. They will also put together a yearly calender to see what should be done every month regarding maintenance and also an updated contact to different craftsmen. Antonio and his wife work well with daily maintenance. Miguel informs that it is possible to turn the pavilion on the backside 90 degree and expand with one more pavilion if more space for education is needed. The planning for maintenace on the school this summer works well and the roof will be finished in a shorter time than the original plan. It is possible to have "summer school" 4 weeks as usual.

6. Items for discussion

-Headmaster; Fredrik, Linda and Emelie have had a good meeting with Lena Falk who is interested in the position as headmaster. She is experienced and gave a solid impression. Her references and her last employer provided good justification. We decide to offer the role as a new headmaster to Lena. Peter and Henrik will discuss the contract and salary with our lawyer and with Lena. We will decide when she starts the position next meeting, also after knowing her wishes.

-Roles on the board . Mikael will change from his role as financial manager to help Miguel with property maintenance. Fredrik informs that he and the family will move to Sweden end

of this summer. Carla Lope has presented 3 candidates and is informed that we now look for one more position to be added in the board.

The roles in the board will be defined at the first board meeting after 23/5.

7. Adjournment

The board meeting ended. Next meeting is scheduled 2024-05-07, 09.15-11, at Svenska skolan.

Adjusters;



Emelie Tillgren



Linda Petersen