



Board Meeting Minutes

Thursday, May 15, 2025, 09:00 – 11:00

Location: Swedish School, Carcavelos

1. **Open Meeting.** Meeting number 1 for this board
The meeting opened.
Present: Constanze Melz, Matilda Rankin, Louise Bergöö, Peter Wallqvist, Juliane Stanford, António Costa, Jesper Brännmark and Lena Falk.
2. **Approval of agenda**
Approved
3. **Election of secretary**
Matilda Rankin
4. **Election of adjusters**
Louise Bergöö and Jesper Brännmark
5. **Welcoming new members of the board – formalities before end of year**
6. **Headmaster update**
 - Irina, Antonio, Rolando, Martin, Lisette and Anki are departing the school by the end of the spring term.
 - Jonas (SO/NO teacher) will replace Martin and will conduct all musical classes moving forward
 - Daisy will replace Antonio as our Portuguese teacher. She is an educated teacher speaking both Portuguese and Swedish
 - As Irina is leaving we are looking for a new cleaning company. Antonio is reaching out for quotes.
 - Josefin will act as the new school nurse. She is actively working as a nurse in the ICU, and she is currently teaching home craft at the school.
 - An introduction of an annual first aid course for staff was discussed. Cost of running a day course is 300 Euros.
 - The first aid course would preferably be run in September with a potential of having parents attending. A poll will be sent out at a later date.
 - Lena is investigating having a heart started at the school
7. **Property maintenance**
 - One quote for the AC upgrade has been received. 19,000 Euros, including a 5 year warranty
 - The repair of the facade is planned
 - The roller blinds have been installed
 - Electrical work is needed, fridge, lights, emergency lights. Meeting with an electrician for quotes.
 - Waiting for quotes for the fence
 - Antonio will organise a quote for the external wall outside the preschool.
 - Level 1 and 2 will be fitted with half walls and a window to create more space

- Social cleanup and maintenance day has been suggested, planned for August, exact date tbc

8. Staff contracts

- Louise and Matilda will draft a proposal for a staff benefit contract

9. Auditor requests (short term and long term)\

- Action items needs to be clearly stated in the minutes

10. AOB

- Welcome afternoon for all members on the 22nd Aug, introduction of the school, teachers. Assign class parents
- Solar rebate status - Constanze to ask Rebecca to cancel the rebate
- WhatsApp Group maintenance, new group to be launched in August to ensure that it is only parents to children attending the school. Juliane will investigate how a locked group will work.
- End of year staff gifts, suggestion of assigning class parents and for them to organise presents for their class teacher.
- Juliane will collect money and Jesper will help buying the presents.

11. Action items for next meeting

- Lena will ask the local bombeiros for First Aid Training
- Antonio will collect quotes from cleaning company
- Lena will share the list of work that needs to be done to the building
- Matilda will create a working document for the property, which will include, projects, quotes and timelines
- Louise and Matilda will draft of a benefit contract
- Juliane will investigate how to set up a new whatsapp group for parents
- Quotes for AC, fence, wall outside the preschool, electric work

12. Adjournment

The meeting ended and the next meeting is scheduled for 5th of June

Adjusters;



Jesper Brännmark



Louise Bergöö