



Board Meeting Minutes

Thursday, 28th August, 2025, 09:00 – 11:00

Location: Swedish School, Carcavelos

1. Opening of the meeting

- The meeting was opened - meeting number 3 for this board.
Present: Constanze Melz, Matilda Rankin, Louise Bergöö, Peter Wallqvist, Juliane Stanford, Jesper Brännmark and Lena Falk. António Costa is absent but provided an update via email.
- **Approval of agenda** - Approved
- **Election of secretary** - Jesper Brännmark
- **Election of adjusters** - Louise Bergöö and Juliane Stanford
- **Follow-up on previous minutes** - Previous notes were reviewed

2. Principal's update

- All staff positions are currently filled; no recruitment is needed at this time
 - One newly hired preschool teacher as well as one Portuguese teacher, one teacher is back from leave
- Current occupancy; 23 children in preschool and 63 school students.
- National tests (year 3 and year 6) is planned to be digital next year which could create issues for all international schools due to identification (bank id)
- New cleaning company is doing a good job and communicate well

3. Budget

- There is a mismatch in the budget versus actual outcome
- Short term fixes have already been implemented (reduced staffing)
- Long term solutions to be discussed at later stage
- The board has requested a better system for forecasting the rest of the year. Lena presented a suggestion of categories. At the next meeting Julianne will present a dashboard to be implemented.

4. School Development and Operations

- Board members will join the next APT (staff assembly) to present the board's role in the organisation
- Headmaster Lena is currently revising the guidance documents ("styrdokument"), she will circulate them to be reviewed and discussed at the next meeting
- Pedagogical focus areas for the current semester;
 - Ensure everyone feels safe at school;
 - Foster a love of reading engagement
 - Conscious focus on gender and equality.
- Leadership group participation - Jesper will represent the board in the management group meetings. Lena will invite him.
- Planned summer building maintenance has been completed, except for updating the emergency exit signs.

5. Challenges/problem areas

6. Items requiring decision

7. Other business

8. Adjournment

The meeting ended and the next meeting is scheduled for 23rd September 09.00

Action items;

- Matilda will draft and share the benefits policy/package with Lena, to be reviewed and voted on at the next meeting
- Peter will follow up with the notary (ATA & Mesa is waiting their response)
- Non Disclosure Agreements (for the board) - Louise will distribute to members of the board - to be signed and sent to Peter
- Peter will review the school license application with the lawyer, as no response has yet been received from the authorities
- Lena will share the new employment contract template with all board members
- Julianne will prepare an overview and present a proposal at the next meeting regarding school queue costs, routines, and the process for handling new applications. Peter will provide input from St. Julian's, and Louise will check Vienna
- Matilda & Louise will prepare a survey/evaluation, for next meeting, to be sent out to our members in october
- Constanze & Jesper will draft a marketing plan for next meeting
- Constanze and Matilda will review the budget with Lena, as well as review areas of potential overstaffing
- Antonio (not present) will present an update on the IT service agreements and insurances at the next meeting

Minutes approved by
Adjusters;



Juliane Stanford



Louise Bergöö