



## Board Meeting - Minutes

Thursday, April 10th, 2025, at 09:00 – 11:00

Location: Swedish School, Carcavelos

- **Open Meeting.** Meeting number 9 for this board  
Meeting opened.  
Present: Ana Matos, Michael Cwyl, Constanze Melz, Matilda Rankin, Louise Bergöö, Peter Wallqvist, Lena Falk, Rebecca Sandahl, Jesper Brannmark
- **Approval of agenda**  
Approved.
- **Election of secretary**  
Matilda Rankin
- **Election of adjusters**  
Michael Cwyl and Louise Bergöö

### **Election committee**

Rebecca Sandahl presented Jesper Brannmark to the board as a candidate. Jesper have a background in med tech companies and have been on the board of a Swedish preschool. Together with Rebecca they have two kids attending the school. Rebecca and Jesper left the meeting after the introduction and presentation.

### **Headmaster and property report**

#### **Headmaster**

- The budget draft for 2025/2026 was presented by Lena
- Ana will investigate if we can recalculate the property tax
- The plan for the structure of the classes for the following terms have been finalised.
- F1, grade 2, 3, 4-5 and grade 6
- Lisette is departing by the end of the term and Jill will be teaching year 1.
- Two new teachers are needed for the preschool. Emphasis have been put on finding educated preschool teachers with a few years' experience.

#### **Property**

- First Aircon quotes have been received, waiting for a second quote.
- 6 units are planned to be installed during the ester holiday
- Replacement of the fence at the front of the school. Work is planned for summer holiday. Still waiting for quotes.

- The board voted for a solid fence, which will be mounted on the outside.
- Roller blinds to be installed, approved by the board and installation should happen ASAP
- Extension of the preschool entrance, work planned to be finished before the Autumn term starts. Quotes are to be received in May.
- Internal wall in the preschool, will be done internally by David and Anton
- New fridge in the kitchen have been approved by the board
- Trial of creating male and female toilets to offer more privacy to the students

### **AOB**

- Flu shots for the staff will be available next term (not mandatory)
- New student orientation day on the 18<sup>th</sup> of August at 10am, board members and teachers will attend
- Quarterly updates to members. Lena and Peter will align and send out information
- Next meeting scheduled for 15<sup>th</sup> May at 9am

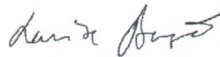
### **Adjournment**

The meeting ended and the next was scheduled for 15/05/2025.

Adjusters;



Michael Cwyl



Louise Bergöo