



Board Meeting Minutes

Tuesday, 23rd October, 2025, 09:00 – 11:00

Location: Swedish School, Carcavelos

1. Opening of the meeting

- The meeting was opened - meeting number 5 for this board.
Present: Constanze Melz, Louise Bergöö, Peter Wallqvist, Jesper Brännmark, António Costa and Lena Falk.
Not present: Juliane Stanford
- **Approval of agenda** - Approved
- **Election of secretary** - Jesper Brännmark
- **Election of adjusters** - Louise Bergöö and Constanze Melz
- **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
- Current enrollment is 23 preschool and 62 school pupils.
- The Swedish National Audit Office ("Riksrevisionen") has initiated a review of how Skolverket allocates state funding to Swedish Schools abroad.
- Lena will talk to staff to make sure teachers use the library with their students and that they can lend books home.
- Lena will talk to the staff regarding the gate and the importance of who's entering the building.
- Louise will also reach out to the Swedish embassy in order to see if we meet the safety standards and recommendations for a Swedish school abroad.
- The Headmaster and seven teachers attended the annual conference in Spain for Swedish Schools abroad, where a collaboration was initiated with the Swedish School in Marbella. The school also maintains cooperation with the Swedish School in Vienna.

3. Budget

- The latest report (September) from the accounting firm projects a full-year surplus.
- The board noted successful outreach regarding state funding (stadsbidrag), which has increased the number of qualifying families.
- The decision on revising the school fee structure was postponed to the next meeting due to Juliane's absence.

4. School Development and Operations

- The planned maintenance workday has been postponed; a new date will be proposed later.
- Staff and parent surveys have been distributed; Lena, Albin, and Louise will analyze results for presentation at the next meeting.
- Jesper and Peter will review the school's IT contracts and infrastructure needs.
- Peter reminded members to consider future board commitments.

- The school's social media presence has been reactivated, and marketing efforts including the new promotional film are underway.

5. Challenges/problem areas, complaints and nonconformities

- No new or unresolved complaints were reported. All previously recorded deviations are closed.

6. Items requiring decision

- General Assembly will be held Thursday, 20 November 2025, 16:00–17:00 at the school premises. Free after-school care will be offered during the meeting.

7. Other business

- No items were raised.

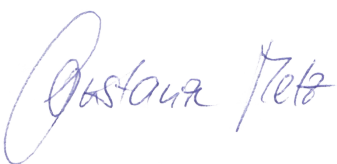
8. Adjournment

The meeting ended and the next meeting is scheduled for 19th November 09.00.

Action items;

- **Lena, Louise, and Juliane** to prepare a proposal for fees related to extra tutoring and present it at the next board meeting (planned implementation next semester).
- **Juliane** to assist **Lena** in drafting a clear work description for **Rebecca (admin)**.
- **Constanze and Lena** to review the staffing situation to ensure that staff levels align with operational needs.
- **Lena, Albin, and Louise** to analyze the results of the staff and member surveys and present their findings at the next meeting.
- **Louise** to obtain Matilda's financial forecasting model and distribute it to all board members.
- **Jesper and Peter** to review the current IT supplier contract and assess the school's technical needs.
- **Constanze and Louise** to handle the Power of Attorney on the Monday before the General Assembly..

Minutes approved by
Adjusters;



Constanze Melz



Louise Bergöö