Board Meeting Minutes

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

Location: Swedish School, Carcavelos

1. **Opening of the meeting**
   - The meeting was opened - meeting number 4 for this board.
     Present: Constanze Melz, Louise Bergöö, Peter Wallqvist, Juliane Stanford, Jesper Brännmark, António Costa and Lena Falk.
   - **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
     - *Benefit report was not done (Matilda is no longer part of the board)*
     - *School license application is still waiting for response from authorities*

2. **Principal's update**
   - All staff positions are currently filled; no recruitment is needed at this time
   - Current enrollment: 24 children in preschool and 63 in school.
   - Parents will assist the school in the SUF event (outdoor physical activity / international school competition).
   - National tests (year 3 and year 6) are planned to be digital next year which could create issues for all international schools due to identification (bank id), this item needs monitoring.

3. **Budget**
   - It is currently difficult to compare actual results against the budget.
   - The latest report from the accounting firm is from June.
   - Starting in October we will get monthly reports according to Juliane's dashboard to have better forecasting and followup.
   - Skolverket grants were discussed and the board decided to put effort on vetting who is eligible or not.
   - António has reviewed the insurance, he will discuss it with operations who are free to decide what is in their best interest.
   - Juliane presented a suggestion for altering the fee structure, so we decided to postpone the vote for the next meeting.

4. **School Development and Operations**
    - There will be a school building workday (repair, painting etc) for parents on Saturday 18th of October, Juliane is in charge of this.
    - The survey for staff and members will be sent out in October with results shared at the November members' assembly.
    - Peter has a meeting with the notary today to get the statues updated.
    - Peter gave a reminder to all board members to individually consider and discuss their interest in next year's board positions.
    - We will discuss after school activity conditions once the members survey has been evaluated.
    - Marketing plan was presented, the following decisions were made
        - To expand our geographic target audience to involve, besides Sweden, also include Norway, Finland and Denmark.
        - Implement new subpages on the website for each country.
        - Send out press releases to Norway and Sweden regarding the influx of Norwegian families and the updated tax regime.
        - Add a FAQ for common questions to the website.
        - Produce a video tour to publish on the website.
        - Form a workgroup to create a five-year plan for the school.
        - Request current members to review the school on Google Maps.
        - Send out a letter to past alumni regarding referrals.
        - A brochure has been created for the school, this will be sent to companies and embassies in November/December.
        - Lena will check with the staff that is currently managing the social media accounts if they want help from parents.

5. **Challenges/problem areas, complaints and nonconformities**
    - A single issue was raised; it has been resolved..

6. **Items requiring decision**
    - No items

7. **Other business**
    - We will modify the format of the board meetings starting with 30 minutes for board members only (without the headmaster).

8. **Adjournment**

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

Action items;

- Lena, Louise, and Juliane to address fees for extra tutoring and present a suggestion for the next meeting (planned to be implemented next semester).
- Juliane will assist Lena to create a work description for Rebecca (admin).
- Constanze and Lena to review the staffing situation to ensure staffing levels align with operational needs.
- Jesper to vet eligibility for Swedish grants (Skolverket).
- António to vet the insurance alternatives with operations, thereafter make a decision.
- Peter will update the ATA & Mesa with the board changes.
- António will discuss with Juliane regarding using a maintenance company.
- Louise will send out members' survey to members in October.

Minutes approved by
Adjusters;

Juliane Stanford

Louise Bergöö

The following documents were signed Tuesday, October 14, 2025

Board Meeting Minutes - 20250923.docx (5).pdf
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Signatures

10/14/2025 3:07:21 PM (CET)

Juliane Stanford

Signed with electronic ID (BankID)

Signature is certified by Assently

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