



Board Meeting Minutes

Tuesday, 19th November, 2025, 09:00 – 11:00

Location: Swedish School, Carcavelos

1. Opening of the meeting

- Meeting number 6 declared open by Peter Wallqvist.
- **Present:** Constanze Melz, Louise Bergöö, Peter Wallqvist, Jesper Bränmark, Juliane Stanford and Lena Falk.
- **Absent:** António Costa
- **Approval of agenda** - Approved
- **Election of secretary** - Jesper Bränmark
- **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, no changes in staff.
- Current enrollment is 23 preschool pupils and 62 school pupils.
 - Spring enrollment will be 27 preschool pupils, 59 school pupils.
- State grants (Skolverket) applied for 32 pupils, we will get the final decision on who is accepted in February.
- Lena has reached out to the principal of *Aprendizes - International Active Learning School Cascais* for future cooperation and succession planning.
- Lena will visit the Swedish School of Vienna school next Friday.

3. Budget

- Cost cutting has been successful; however staff is difficult to adjust in the short term.
- The board noted successful outreach regarding state funding (stadsbidrag), which has increased the number of qualifying families - 32 applications (from 10 last year and 5 the year before that).
- The discussion regarding the introduction of a refundable deposit - intended to protect the school from financial loss in situations where pupils do not show up at the start of term and parents fail to notify the school - was postponed to the next meeting.

4. School Development and Operations

- Building management contract has been discussed, decision was postponed for next meeting due to Antonios absence.

5. Challenges/problem areas, complaints and nonconformities

- One new complaint was reported, the board has responded, offered a meeting with the member and asked for an update of our website for improved clarity. All previously recorded deviations are closed.

6. Items requiring decision

- The agenda and presenters for the General Assembly on 20th November were decided upon.

7. Other business

- As Matilda stepped down from the board before the end of the term, the role of Vice Chair became vacant. The board has appointed Juliane to assume this role to ensure continuity.

8. Adjournment

The meeting ended and the next meeting is scheduled for Tuesday 16th December 2025 09:00.

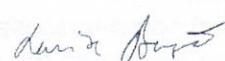
Action items:

- **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 (administration)**.
- **Jesper and Peter** to review the current IT service provider contract and assess the school's technical needs.

Minutes approved by
Adjusters;



Juliane Stanford



Louise Bergöö