



Board Meeting Minutes

Tuesday, 27th January, 2026, 09:00 – 11:00

Location: Swedish School, Carcavelos

1. Opening of the meeting

- Meeting number 8 declared open by Peter Wallqvist.
Present: Constanze Melz, Peter Wallqvist, Jesper Brännmark, Juliane Stanford, Louise Bergöö and Lena Falk.
Absent: António Costa
- **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. No outstanding matters were raised.

2. Principal's update

- All staff positions are currently filled. No recruitment needs or staff changes were identified at this time.
- Current enrolment consists of 25 preschool pupils and 62 school pupils.
- There are no outstanding student fees for the current semester.
- Four new interns have joined the school: one assigned to the School Health Team, one assigned to Year 3, and two assigned to Year 4-6.
- The national tests for Years 3 and 6 will be conducted during the spring term. It was clarified that the tests may be carried out on paper, resolving the previously identified issue related to digital authentication outside Sweden.

3. Budget

- A discussion was held regarding professional development for preschool staff. The decision was postponed until the next meeting.
- Juliane presented a proposed financial plan. Lena is responsible for implementation of the financial plan.
- Lena will review how member contracts are structured at comparable schools. The implementation of a member contract will be put to a vote at the next Board meeting.
- The Board resolved that a cancellation clause shall be included on the holding fee invoices. Payment of the holding fee will constitute acceptance of the terms and an obligation to pay the autumn semester fee.

4. School Development and Operations

- A follow-up on building-related matters was conducted. No new concerns were identified.
- It was noted that a Garden Day will be held on Saturday 31 January, open for members to attend.

5. Challenges/problem areas, complaints and nonconformities

- No open items or new issues reported.

6. Items requiring decision

- No items requiring decision.

7. Other business

- The Board decided that the General Assembly will be held on 28 April 2026 at 18:00, to be conducted online.

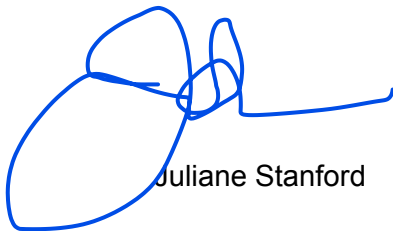
8. Adjournment

The meeting ended and the next meeting is scheduled for Tuesday 24th February 2026 09:00.

Action items;

- **Juliane** to assist **Lena** in drafting a clear work description for **Rebecca (administration)**.
- Peter will seek external legal advice regarding employment matters to ensure compliance and proper handling of current arrangements.

Minutes approved by
Adjusters;



Juliane Stanford



Louise Bergöö