



Board Meeting Minutes

Tuesday, 3rd March, 2026, 09:00 – 11:00

Location: Swedish School, Carcavelos

1. Opening of the meeting

- Meeting number 9 declared open by Peter Wallqvist.
Present: Constanze Melz, Peter Wallqvist, Jesper Brännmark, Juliane Stanford, Louise Bergöö, Lena Falk and Jennie Silj (election committee)
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.
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- Election Committee visit: Jennie met with the Board to discuss the committee's upcoming work and asked about the Board's forward plans and what competencies/profile the committee should prioritize in its search.

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 26 preschool pupils and 63 school pupils.
- Skolverket – State grants: Skolverket has issued its decisions on state grants for both student-related funding and the property grant.
- Planning (Autumn term): The Board reviewed class planning for the autumn term based on paid holding fees and aligned on a proposed staffing plan for the coming period, including autumn.
- National tests: The national tests for Year 3 will start next week; Year 6 will follow later this semester.
- Crisis plan: The Principal informed the Board that issues had been identified in the current crisis plan. The plan has therefore been reviewed and updated where needed.

3. Budget

- Budget: Financial figures for January and February were not yet available; therefore, the usual follow-up on budget versus actual outcome could not be discussed at this meeting.
- Contract for members: Three contract proposals were presented. The Board decided to proceed with the shorter version. Lena will consult a lawyer to confirm that it is sufficient. The contract will be complemented by a separate "Code of Conduct" document to be defined by the teachers/Headmaster. Implementation will be via digital signatures.
- Handelsbanken: Juliane will update the account access/authorizations.

- General Assembly preparations: The Election Committee (valberedning) status was updated. A budget working group was confirmed: Juliane, Constanze, and Lena.

4. School Development and Operations

- Building follow-up: An acoustic upgrade has been completed in parts of the building. A summer plan has been established. No further concerns were identified.

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

- Garden Day follow-up: Louise provided an update. The event was successful and well attended, with strong effort from participants. The Board agreed it should be an annual spring event and extends its thanks to everyone involved.
- Professional development (previous decision): Follow-up on the vote from the last meeting regarding professional development for selected staff. The Vienna trip has been booked for 8–10 May (5 participants).

8. Adjournment

The meeting ended and the next meeting is scheduled for Wednesday 8th April 2026 09:00.

Reminder: The General Assembly will be held online on 28 April 2026 at 18:00.

Action items;

- **Juliane** to assist **Lena** in drafting a clear work description for **Rebecca (administration)**.

Minutes approved by
Adjusters;



Juliane Stanford



Louise Bergöö