



## General Members Meeting - Minutes

Thursday, November 20 2025, at 16:00 – 17:00

Location: Swedish School, Carcavelos

- **Open Meeting.** Annual Members Meeting. All members of school to attend the meeting on school grounds. Kids were looked after by School staff for that period.
- **Approval of agenda**  
Peter introduced Agenda - Approved.
- **Election of Meeting Chair:**  
Henrik Gustafsson
- **Election of secretary**  
Constanze Melz
- **Election of adjusters**  
Louise Bergöö and Jesper Brännmark
- **Determination of Quorum:**  
No Quorum needed as no voting is required.

7. Headmaster's report
8. Board's report
9. Grants and Marketing
10. Surveys
11. Property Report
11. Motions and questions from members
12. Closing of meeting

### **Headmaster Report**

Safety Survey was conducted for Children and Staff – Results will be put out soon  
Improvements in Community and Onboarding for new members: Brochures for new parents,  
Volunteer work at school and Library

### **Board report**

- Peter: Intro - The board is trying to become more visible - Partially a reaction from feedback.

- Present members introduced by Peter (Chair):
  - Juliane – Property
  - Jesper – Finance and Marketing
  - Louise – Education
  - Constanze – Treasurer
  - Antonio – Portuguese speaking, helping with legal matters, especially constitution
  - Change to the board: Juliane has been internally appointed the new Vice President
  
- Peter: Finances - we have faced a number of challenges including reduced number of kids (9 no-shows)
- The financial narrative is aimed at providing insight and giving context
- Various controls have been put into place to stay on top of the finances.
- Change to the accounting year is now official. Accounts going forward will be presented for the school year and NOT the calendar year.
- Statues had not been changed since 1984 – huge shout out to Antonio, helping bringing this across.

## **Grants & Marketing Update**

Jesper: Grants

- We are working on several marketing efforts to increase the visibility of the school.
- Increase in Revenue through Grants (amount eligible has tripled) Note: Grants received from Governments are NOT for individual members. Discount granted on invoices is for administration and paperwork.

Member Question: When are grants confirmed – February

Member Question: What are applications based on?

Marketing:

- School staff have re-started social media (Facebook, Instagram)
- Presence on relevant sites (Google Maps, International Schools DB, etc.)
- Press releases to local newspapers
- Folder distributed to local businesses
- Video assets (huge shout-out to Jennie and Francesco, and people who participated)

## **Survey Report**

Staff Surveys conducted with Short-term and Longterm goals

Summary was sent out last night and we thank everyone for their input

## **Property Report**

- A/C were installed
- Wall in Pre-school has been built

- Emergency lights were installed

Workday to be organised in Spring, we are open for suggestions

Feedback: Kids biggest issue as otherwise only one parents can attend. Also the communication of first attempt was poor, some parents were not even aware of it

Louise suggested to use Classparents Class chats

Henrik: Submit Motions if you wish to contribute to school

Election Committee Rebecka and Jennie – encouraging members to apply for new board positions

No questions or motions were submitted



Louise Bergöö  
Adjuster



Jesper Brännmark  
Adjuster

**Meeting closed at 16:50**