



Board Meeting Minutes

Wednesday, 8 April, 2026, 09:00 – 11:00

Location: Swedish School, Carcavelos

1. Opening of the meeting

- Meeting number 10 declared open by Peter Wallqvist.
Present: Constanze Melz, Peter Wallqvist, Jesper Brännmark, Juliane Stanford, Louise Bergöö, 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

- The Principal reported that all staff positions are filled, with no immediate staffing changes or recruitment needs identified.
- Recruitment requirements for the autumn term will be assessed by the Principal during the week following the meeting.
- Enrolment currently is 27 preschool pupils and 63 school pupils (total: 90).

3. Budget

- Financial figures for February and March were not yet available. As a result, no budget versus actual follow-up could be conducted.
- The Budget Working Group (Lena Falk, Constanze Melz, Juliane Stanford) presented a proposed budget and school fee structure for the 2026/2027 academic year. The Board reviewed the proposal and provided feedback. Minor revisions were requested.
- Constanze Melz will request a monthly financial report showing actual spend per account in line with the approved budget structure. The report will be distributed to the Board on a monthly basis.
- The Board approved applying the existing holiday-care fee structure for school pupils attending fritids during school breaks to preschool care as well.
- Lena Falk will submit the membership agreement to legal counsel for review. Following approval, implementation will proceed via digital signatures.
- Handelsbanken: Juliane will update the account access/authorizations.

4. School Development and Operations

- Building Follow-Up: The summer plan is currently under review together with Anton. No further concerns were identified.
- Peter Wallqvist will send out the invitation to the General Assembly, other responsibilities as follows:
 - Voting administration: Louise Bergöö

- Meeting minutes: Constanze Melz
- Proxy (POA) handling: Constanze Melz
- Handover Process / Handbook: Peter Wallqvist and Louise Bergöö will present the handover process and handbook at the next meeting.

5. Challenges, Complaints and Nonconformities

- No open items or new issues reported.

6. Items requiring decision

- No items requiring decision.

7. Other business

- No additional matters were raised.

8. Adjournment

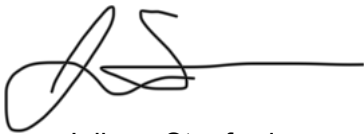
The meeting ended and the next meeting is scheduled for Wednesday, 13 May 2026 09:00.

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