



Board Meeting Minutes

Wednesday, 13 May, 2026, 09:00 – 12:00

Location: Swedish School, Carcavelos

1. Opening of the meeting

- Board meeting no. 1 for the 2026/2027 board term was declared open by Juliane Stanford.
Present: Juliane Stanford, Jesper Brännmark, Maria Schinkler, My Juhlin Etaat, Karin Davani, Michael Conrad, Lena Falk.
Absent: None.
- **Approval of agenda** - Approved.
- **Election of secretary** - Jesper Brännmark.
- **Election of adjusters** - Karin Davani and My Juhlin Etaat.
- **Follow-up on previous minutes** - Previous minutes were reviewed and approved. No outstanding matters were raised.

2. Principal's update

- The Principal reported that recruitment for autumn staffing is largely complete, including three new teaching positions (two preschool teachers and one grade 2–3 teacher). One additional kitchen staff position remains to be filled.
- Enrolment currently totals 27 preschool pupils and 63 school pupils.
- Projected school enrolment for next academic year is 68 students in autumn semester and 70 in spring semester.
- Lena Falk will provide the board with the updated class allocation overview.

3. Budget

- Juliane Stanford presented the financial overview for the previous year and the financial outlook going forward.
- The board decided that Juliane Stanford shall provide quarterly financial updates to the members regarding the financial situation of the association.
- Juliane Stanford presented the initial monthly financial report to the board. The board approved the reporting format and tasked Juliane Stanford with preparing and circulating monthly financial reports to all board members.
- The board approved the following access structure for the Svenska Handelsbanken and Caixa Geral de Depósitos banking platforms:
 - Juliane Stanford, Maria Schinkler, Lena Falk, and Rebecca Möller (administration staff) shall have full access rights.
 - Jesper Brännmark, My Juhlin Etaat, Karin Davani, and Michael Conrad shall have read-only access.
 - Any existing banking access rights outside of the structure above shall be revoked.

4. School Development and Operations

- Building Follow-Up: The staircase waterproofing remains pending. No additional building projects or repairs are planned for the summer period.
- The board decided to develop a plan for fundraising and external financing of the playground project. My Juhlin Etaat and Karin Davani will prepare and present a proposal at the next meeting.
- Handover Process / Handbook: Jesper Brännmark will follow up on the status of the handover material prepared by former board members Peter Wallqvist and Louise Bergöö.

5. Challenges, Complaints and Nonconformities

- A staff-related issue was raised and registered as a formal nonconformity/complaint case. Juliane Stanford was tasked with preparing a salary policy proposal for the next meeting. The matter was considered addressed.

6. Items requiring decision

- The board constituted itself and assigned the following board roles and responsibilities:
 - Vice President: Maria Schinkler
 - Secretary: Jesper Brännmark
 - Board contact for Skolverket: My Juhlin Etaat
 - Property coordinator: Karin Davani
- The board decided to establish a welcome group for incoming families. Jesper Brännmark was appointed coordinator, together with My Juhlin Etaat and Karin Davani.

7. Other business

- Long-term planning will be included as an agenda item for the next board meeting.
- Previous member survey results will be shared with the new board by Jesper Brännmark.

8. Adjournment

The meeting was adjourned. The next meeting is scheduled for Wednesday, 26 August 2026 at 09:00.

Minutes approved by
Adjusters;



Karin Davani



My Juhlin Etaat