



General Members Meeting - Minutes

Thursday, May 14 2025, at 18:00 – 19:00

Location: Swedish School, Carcavelos

- **Open Meeting.** Annual Members Meeting. All members of school were invited to participate via Microsoft Teams Link
- **Etiquette:** Explained by Peter: Hands should be raised if AGAINST the opposed question and NOT in favour
 - If members wish to keep their camera on, we appreciate this
 - Please use the mute button throughout the meeting
 - Members should use the Chat or Hand raising icon to ask questions which will be attended to once the speaking party has finished
 - Members are advised that the meeting is being recorded
- **Approval of agenda**
Approved.
- **Election of Chair:**
Sofia Karlsson, who is not on the board
- **Election of secretary**
Constanze Melz
- **Election of adjusters**
Matilda Rankin and Louise Bergöö
- **Determination of Quorum:**
Yes, we have reached 50% Quorum

7. Headmaster's report
8. Board's report
9. Audit statement
10. Discharge of the members of the board
11. Approval of school fees
12. Approval of budget
13. Election of board members
14. Election of members for the election committee
15. Election of auditor and deputy auditor
16. Motions and questions from members
17. Closing of meeting

Headmaster Report

Presented via Screenshare

Annual report compared to last year

Focus on Safety

Student Health team successfully implemented for 12 months (Lena, Nurse and Special Needs Teacher)

Staff Data compared to last year

- Economy in comparison with previous year: Fees were increased by 4%, 3% went directly to Salaries
- Loss was because of renovation of roof,
- Salaries are expected to raise 5%, therefore we also propose an increase of 5% to member fees
- Education added for Employees

Question Peter: How many children are enrolled for next year (Around 97)

Only queue in Pre-School

Board report

- Board's role. For people who are new, the board is composed of 5-7 volunteers who are voted in to act on behalf of all members when it comes to making decisions regarding the school. Our mission is to make it as easy as possible for the employed staff and management of the school to do their jobs.
- Expansion is for now off the table due to decline in Members. But we are working on:
 - Improved relationships with other schools
 - Improved relationships with the various Portuguese authorities.
 - Much improved welcoming for new students and families
 - Implement of a new library at the school.
 - We have been working together with other people outside of the board; like Fredrik Orre has helped us create better financial modelling tools
Cecilia Hamaren – who helped painting the library
- Board membership is not the only way to contribute to the school and the community surrounding it. We encourage all parents to participate and plan activities
- Board Continuity Planning. We have also been working on the board's work itself, making sure routines and processes are described a bit more, helping the next generation. This is an important concept on boards and in our structure, it is even more important, given the short time we typically expect

Property Report

Property was helped with by David Pampa:

- Building is in overall good condition
- Ongoing maintenance
- Renewal of AC before summer
- Emergency exit lights
- New Guttering
- Still looking at pricing to Increase security of property and new gate access
- Kitchen upgrade

If someone that speaks Portuguese and has a maintenance or building management background we would love to have you on the board with us.

We are thanking our departing Board members: Miguel, Ana and Mikael - Thanks!

Voting: (59 votes out of 88 active members)

1. Audit statement: Discharge of responsibility
2. Approval of School Fee \$7,380
3. Approval of Budget
4. Election of new Board members:
Juliane Stanford
Jesper Brännmark
Antonio Costa
5. Election Committee: Jennie Silj and Rebecka Sandahl
6. Election of Auditor

No queries were submitted

Meeting closed at 18:57



Louise Bergöö
Adjuster



Matilda Rankin
Adjuster