1. Minutes and Matters Arising
   1.1 The Chair welcomed the Committee with a prayer, and particularly welcomed Edward Dobson, who has joined the Committee as the Legal Adviser.
   1.2 Apologies from Anne Foreman were noted.
   1.3 The minutes of the meeting held on February 2020 were approved subject to amending item 1.5 which should say that it was agreed at the Business Committee that Synod would not end on a Saturday.
   1.4 It was noted that the discussions on elections and hustings should be brought back to a meeting in February 2021.
   1.5 ACTION: Add discussion on elections and hustings to the February 2021 agenda.

2. Reflection on informal meeting of Synod members
   2.1 The Committee were invited to provide some brief reflections on the informal meeting of Synod members on 11 July. The responses were as follows:
   • There was disappointment from members not called to ask a question, although this would be similar in a physical meeting
   • The length of time of the zoom call was exhausting to some members
   • There were technical issues both from Church House and in member's homes.
   • It was noted that there were far more attendees than in a physical meeting.
   • Some felt that two items of questions was too much
   • It was felt that it went as well as could be expected, especially as this was the first time this had been done.
2.2 The Committee noted that for future sessions, there needs to be more screen breaks factored in, and there needs to be more support to the Chair to spot the blue hands.

3. **Planning for 24 September**

3.1 The Committee considered the planning for the Special Session of General Synod on 24 September. It was felt that it would be important to ask all members their view of the draft Measure in principle and whether members wish to submit amendments.

3.2 It was noted that trying to select 51 members would be challenging. The Committee felt that it would be important to ensure that there is diversity, including BAME members and representation from the northern province. It was not necessarily important that every diocese be represented.

3.3 The Committee reflected that it was hard to discuss this without having the draft Measure available.

3.4 The Committee noted that there will be a number of members, who for various reasons, would not be willing to attend the meeting. However, it would still be important for those members to be able to share their thoughts and comments. The Committee agreed that all members should be invited to send in their comments, and the Committee should meet again to consider these.

3.5 **ACTION**: Send out questionnaire to members to seek their interest in attending and their thoughts on the draft Measure.

3.6 It was agreed that the Committee would meet again to look at the responses, and to select the 51 members. It was noted that there should be a number of reserves, in case members are unable to attend.

4. **September House Meeting**

4.1 It was agreed that the House should meet as a whole prior to the Special Sessions to enable those attending the Special Session to hear the thoughts of the House.

4.2 It was agreed that this would take place on 8 September from 7.30pm to 9pm.

5. **Any Other Business**

5.1 There was no other business and the meeting closed.